Job Title	# FTE	Bi-Weekly Hours	Annual Salary Low	Annual Salary High
Accounting Assistant	2	80.00	62,327.98	63,818.82
Administrative Coordinator	2	80.00	49,385.44	69,077.84
Agent	1	80.00	46,962.76	46,962.76
Analyst	3	80.00	79,507.48	93,612.48
AOCC Agent	2	84.00	62,025.34	62,639.98
AOCC Specialist	9	84.00	50,434.28	55,032.90
AOCC Supervisor	4	84.00	71,705.92	84,967.74
ARFF Battalion Chief	3	112.00	130,158.86	140,567.70
ARFF Captain	3	112.00	115,835.72	122,022.16
ARFF Engineer	7	112.00	77,780.04	88,203.96
ARFF Fire Fighter	5	112.00	64,229.10	74,809.02
ARFF Technician	24	112.00	85,223.32	120,685.24
Chief	5	80.00	178,115.34	202,649.98
Contract Compliance Administrator	2	80.00	86,055.84	86,238.88
Coordinator	25	80.00	48,032.66	91,791.96
Crew Chief	14	80.00	66,880.32	88,318.62
Customer Service Agent/Specialist	6	80.00	40,164.80	65,190.58
Deputy Chief	2	80.00	150,719.92	167,147.50
Deputy Executive Director	4	80.00	185,000.14	206,850.28
Director, Concessions	9	80.00	147,944.94	179,861.76
Executive Assistant	7	80.00	57,168.54	96,397.60
Fire Safety Inspector	2	80.00	60,180.38	74,674.34
Technician	2	80.00	52,890.50	76,852.36
Ground Transportation Agent	4	80.00	40,230.06	48,058.40
Human Resources Generalist	3	80.00	70,969.60	92,759.16
IT Desktop Engineer	1	80.00	92,037.92	92,037.92
Line Service Agent/Technician	13	80.00	40,164.80	57,100.16
Maintenance Supervisor AF	7	80.00	72,996.82	94,362.06
Manager	37	80.00	85,689.24	153,293.92
Operations Duty Agent/Officer	7	84.00	61,847.50	87,400.30
Planner	1	80.00	102,005.80	102,005.80
Police Commander	3	80.00	159,475.94	162,624.28
Police Lieutenant	5	84.00	127,559.12	136,153.42
Police Officer	12	84.00	63,579.10	75,703.94
Police Officer Master	15	84.00	87,672.78	113,910.94
Police Officer Senior	12	84.00	78,340.86	96,209.62
Police Sergeant	5	84.00	103,733.76	117,502.06
Project Administrator, Maint Contracts	2	80.00	82,898.14	101,313.42
Project Coordinator	2	80.00	65,039.52	70,502.90

Job Title	# FTE	Bi-Weekly Hours	Annual Salary Low	Annual Salary High
Receptionist	1	80.00	45,154.46	45,154.46
Records Property & Evidence Tech	1	80.00	57,403.84	57,403.84
Senior Equipment Operator G	2	80.00	65,475.02	70,104.32
Senior Ground Transportation Agent	2	80.00	52,412.10	57,157.62
Senior Manager	12	80.00	111,997.86	149,549.40
Senior Mechanic	8	80.00	60,638.24	84,799.00
Senior Procurement Agent	4	80.00	70,000.06	82,831.84
Senior Staff Accountant	2	80.00	83,786.56	89,282.44
Senior Tradesworker	42	80.00	52,890.50	73,024.38
Senior Warehouse Specialist	2	80.00	60,355.10	65,121.94
Specialist	2	80.00	54,680.08	56,769.70
Specialist	4	80.00	53,776.58	89,662.30
Staff Accountant	2	80.00	63,442.08	84,624.02
Supervisor	7	80.00	68,291.60	88,514.14
System Support Technician	6	80.00	55,321.24	68,471.26
Systems/Network Administrator	3	80.00	77,680.20	91,234.52
Terminal Operations Agent	5	80.00	45,603.22	49,760.88
Tradesworker	26	80.00	40,744.08	65,190.58
Traffic Control Lead	4	84.00	62,083.84	70,112.90
Traffic Control Specialist	7	84.00	44,749.12	49,920.52
Traffic Control Specialist Master	3	84.00	59,786.48	64,948.26
Traffic Control Specialist Senior	3	84.00	53,453.92	57,043.48
Trusted Agent	4	80.00	43,173.52	55,321.24

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.

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

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
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.

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
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.

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.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENTAL AFFAIRS/DEVELOPMENT SERVICES

ADMINISTRATIVE COORDINATOR **Grade: 10**

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills. 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, schedules meetings, files documents as necessary (paper & electronic), processes travel requests, 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.

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 prepares bi-weekly payroll. 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.

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, scanner, 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. 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

Assists in the administration of the Tenant Work Permit Program to assist Lee County Port Authority tenants seeking approvals for the modification or alteration of their leaseholds. Participates in the development and implementation of standards and procedures in accordance with Board-approved Leasehold Development Standards and Procedures. Aids in the processing of tenant work permit projects.

Schedules and attends meetings, conferences and prepares meeting minutes to summarize events.

Supports and assists the Development Division team.

Prepares DBE Certification Certificates, assists in the development of grant applications and presentation materials as needed.

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,

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
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES/GOVERNMENTAL AFFAIRS

ADMINISTRATIVE COORDINATOR **Grade: 10**

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills. 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, schedules meetings, files documents as necessary (paper & electronic), processes travel requests, 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.

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 prepares bi-weekly payroll. 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.

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, scanner, 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. 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

Assists in the administration of the Tenant Work Permit Program to assist Lee County Port Authority tenants seeking approvals for the modification or alteration of their leaseholds. Participates in the development and implementation of standards and procedures in accordance with Board-approved Leasehold Development Standards and Procedures. Aids in the processing of tenant work permit projects.

Schedules and attends meetings, conferences and prepares meeting minutes to summarize events.

Supports and assists the Development Division team.

Prepares DBE Certification Certificates, assists in the development of grant applications and presentation materials as needed.

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.

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
COMMUNICATIONS AND MARKETING DEPARTMENT

ADMINISTRATIVE COORDINATOR, ADMINISTRATIVE SERVICES GRADE: 10

MAJOR FUNCTIONS

This position requires professional administrative, clerical and office skills, as well as 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. The work is subject to review by a supervisor.

POSITION DUTIES

This position will also provide support to the administrative services supervisor for Airports Special Management Committee and Joint Board meetings, which includes using the document management system, assembling, compiling and distributing agenda materials, as well as mailing and processing board-related documents.

Responsibilities will include file management. Which consists of assisting with storage, scanning, filing and/or retrieval of off-site documents and files, databases and records. Maintain specialized records and assist with records storage, in accordance with state of Florida guidelines. If required, this position is responsible for file management of department records, processing of purchase orders, requisitions and related payments.

Handles and responds to routine matters and inquiries independently, with knowledge of the overall mission of the department and division. Contributes to the positive morale of the organization and maintains effective working relationships with other departments and stakeholders.

This position will support both clerical and administrative positions in the Communications and Marketing Department. Additional duties will include back up for front desk receptionist activities, mail room operations, mail deliveries and courier services, maintaining and scheduling routine maintenance for department vehicles, as well as support for answering phones and clerical duties for the department and audio visual set up and recording operations.

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.

Perform other duties as assigned and work with a minimum amount of supervision.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must have strong communications and organizational skills. Considerable knowledge of business English, spelling and punctuation, as well as an aptitude for customer service. 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 and Google Chrome, utilizing Internet-based programs for research, telephone, scanner and copier.

TRAINING AND EXPERIENCE

High school diploma/GED and three years professional office or customer service experience required. A combination of education and experience, which demonstrates ability to perform duties effectively, may be accepted. Associates degree is a plus. Possession of a valid Florida driver's 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.

Licenses and Certificates: A valid Florida driver's license is required. Requires the ability to become a Notary is a plus.

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.

09/03, 02/11, 05/12, 09/13, 10/13, 7/17, 1/22

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
AIR SERVICE DEVELOPMENT DEPARTMENT

ADMINISTRATIVE COORDINATOR **GRADE 10**

MAJOR FUNCTIONS

This position requires advanced professional secretarial and clerical skills in connection with the efficient operation of the office. The position will be responsible for more than one department head and requires strong communication and organizational skills in order to provide effective administrative support in a team environment. This position requires a significant amount of independent judgment and will work with minimal oversight and direction. A positive attitude and pleasant demeanor, as well as personal and professional discretion are a major function for this position. This position will be working with revenue producing internal and external customers, therefore it is critically important that phones are consistently answered and do not go to voicemail.

GENERAL POSITION DUTIES

- Maintains appointment calendars, communicates appropriately with internal staff and outside contacts and relays messages and instructions in a professional manner from supervisor to subordinates.
- Handles routine matters independently with knowledge of the overall mission of the department(s) and division(s).
- 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, department(s) 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.
- Organizes and submits travel receipts and travel expense reports.
- Processes all purchase orders, requisitions and related payments and has overall responsibility for both marketing and business development.
- If required, this position is responsible for file management of Department(s) records, processing of purchase orders, requisitions, and related payments, and maintenance of the Department(s) budget.

GENERAL POSITION DUTIES (Cont.)

- Maintains adequate stock of office supplies and equipment and also relieves professional and senior management staff members of administrative and clerical details.
- Position will be required to make national and international travel arrangements, including currency exchange, setting up itineraries, meetings and making reservations.
- May process travel expense/reimbursement reports and may prepare bi-weekly Department(s) payroll.
- Maintains a supply of office supplies and equipment by submitting orders for replenishment of materials as required.
- Serves as back-up for other Departments, as well as Division Senior Management.
- 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 the English language, spelling and punctuation.
- Considerable knowledge of Department(s) rules, regulations, practices and procedures.
- An ability to prepare routine documents and compose business letters and memoranda is required as well as an ability to receive the public with considerable poise, tact, patience and courtesy.
- Must possess the ability to make minor decisions within Departmental policy and to relieve the supervisor of administrative clerical detail.
- Familiarity with department terminology as well as an in depth knowledge of a personal computer, Microsoft programs including Word, Excel and PowerPoint, e-mail, telephone, scanner, copy machine and facsimile machine. Ability to assist in the preparation of collateral materials.
- Ability to correctly type 60 words per minute.

Training and Experience:

High school diploma / GED required: secretarial courses and three years advanced secretarial and clerical experience required. Any combination of education and experience which demonstrates ability to perform duties effectively may be accepted. Possession of a valid Florida driver's license is required.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier I

AIRPORT LINE SERVICE SUPERVISOR **NON-EXEMPT GRADE: 15**

MAJOR FUNCTION

This highly responsible, working supervisory position oversees the daily activities of line service team members who conduct aircraft fueling, towing, marshaling, aviation fuel quality control, safety inspections and other critical aviation and airport operational functions. This position receives direction from the General Manager, Director of Page Field or other higher level supervisory or management personnel within the Lee County Port Authority.

GENERAL POSITION DUTIES

- 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.
- Assists 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.
- Maintains 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.
- 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. Must be available for contact via text or telephone at any time. 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.

KNOWLEDGE, SKILLS & ABILITIES

- 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 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; lavatory & 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.
- Must know airport layout & technical details within 120 days of hire.
- Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence 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 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.
- 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.

- Ability to perform job duties while being exposed to working 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 and loud noise levels within the work environment.
- Must meet the physical ability requirements to lift and carry 30 pounds, and occasionally lift and/or move up to 100 pounds, stand, walk, sit, stoop, crawl, kneel, crouch, hear, reach, climb or balance. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- Must be able to communicate clearly on a two-way radio.
- 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 / Google Sheets and craft Microsoft Word documents.

TRAINING AND EXPERIENCE:

High school diploma or general education degree (GED) is required. Three to five years of FBO management experience preferred or a combination of training and general aviation experience may be considered. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must have a strong background in FBO operations at a location servicing turbine and piston aircraft.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.
- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
Tier I

AIRPORT SAFETY COORDINATOR **NON-EXEMPT GRADE: 17**

MAJOR FUNCTIONS

The Airport Safety Coordinator is a mid-level role whose primary function will be to implement and oversee the FBO safety management system (SMS) program. Additional functions include developing and improving the airport's safety culture through training, recognition, compliance and awareness programs; and inspecting, identifying, and following up on tenant and airport discrepancies.

GENERAL POSITION DUTIES

Safety Management Systems: The Airport Safety Coordinator (ASC) will implement and oversee the FBO safety management system (SMS) program using the four components of SMS: Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. Much of this work will be performed using the International Business Aviation Council's (IBAC) International Standard for Business Aviation Handling (IS-BAH). The ASC will assist with the development and writing of a variety of policies and procedures that integrate with existing FBO, airport operations, security, and construction related activities. This individual will conduct risk assessments, track hazards, maintain data, and submit monthly operations reports.

Additional duties include developing and promoting a safety culture by conducting monthly/quarterly safety meetings, participating in team meetings and submitting recommendations designed to improve overall safety, efficiency, and customer service. The ASC will demonstrate excellent safety behavior and attitude; will follow regulatory practices and rules; will recognize and promote hazard reporting; and will ensure safety procedures are being followed. The ASC will participate in pre- & post-season safety briefings; assist with airport emergency planning; and issue Notice to Air Missions (NOTAMS) as necessary.

Regulatory Compliance: The Airport Safety Coordinator will conduct landside, airside, terminal, and tenant leasehold inspections to ensure compliance with Port Authority policies as well as Federal Aviation Regulations; State and County regulations; Advisory Circulars; Operations Instructions; and SMS best practices. The ASC will assist with the implementation of the airport wildlife hazard management plan; spill prevention control & countermeasures plan; and storm water pollution prevention plan. Additional duties include preparing and maintaining reports and records of operations and inspections to determine compliance and effectiveness of existing methods.

Training and Coaching: The Airport Safety Coordinator will provide training on a variety of safety topics to managers, employees and tenants; and solicit feedback to identify and develop new training needs and/or improve upon existing programs.

Tenant Liaison: The Airport Safety Coordinator will assist with the development and enforcement of airport rules and regulations; driving directives; gate procedures; and tenant best practices. Additional duties include initiating and processing hangar and tie-down agreements; maintaining tenant lists (current and hangar waitlists); inspecting tenant leaseholds, hangars, and tie downs for compliance with airport rules and regulations; and documenting and following up on inspection discrepancies.

Emergency Response, Management and Training: This position will respond to emergency situations; accidents; incidents; fuel spills; and will assist with investigation and documentation of events. This may include creating presentations, developing reports, running drills & exercises, and conducting training sessions.

Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in Aviation Safety or related field is preferred. A minimum of 2 years of airport, aviation, and/or SMS work experience is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. A strong background in FBO operations at a location servicing turbine and piston aircraft is desirable, as is a solid understanding of Safety Management Systems and experience developing or overseeing an SMS. Experience writing technical documents is desirable. Experience with airport movement area driving and airport operations is a plus, as is the possession of a pilot certificate.

Knowledge, Skills and Abilities:
Knowledge of Safety Management Systems (SMS), general aviation aircraft; and FBO operations is desirable. Prior NATA Safety 1st experience is a plus. If not currently certified, must complete NATA Safety 1st online training modules and become certified within 8 months of hire. Must successfully complete the Page Field Movement Area Driver Course written and practical tests within 90 days of hire. Must have a working knowledge of G Suite; the ability to learn proprietary software systems; and the ability to use Microsoft products as needed.

Must have the ability to read, understand and interpret documents, federal laws, rules, regulations and established airport policies and procedures. Must be able to communicate effectively both verbally and in written form, and speak effectively before groups. Although work is performed under the general direction of the Airport Operations Manager, this position requires a high degree of independent action, judgment, and discretion.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Must successfully complete AAAE Airfield Operations ACE Certification within 24 months of hire.

Schedule: This position will work varying shifts including days, nights, weekend, 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 time-frames.

AIRPORT SAFETY COORDINATOR

PAGE 3

Emergency Response / Recovery Activities: Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

2/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier II

AIRPORT SERVICES SUPERVISOR (CUSTOMER SERVICE) **NON-EXEMPT GRADE: 15**

MAJOR FUNCTION

This highly responsible, working supervisory position oversees the daily activities of customer service team members who process sales transactions, coordinate fuel, catering and other service orders, arrange ground transportation services, and secure hotel reservations among other duties. This position receives direction from the General Manager, Director of Page Field or other higher level supervisory or management personnel within the Lee County Port Authority.

GENERAL POSITION DUTIES

- Supervises airport customer service personnel, prioritizing assignments and offering assistance as needed.
- Ensures customer service personnel provide excellent customer service through the timely and accurate completion of service orders.
- Completes scheduling and prioritizes assignments for customer service team, offering active customer service assistance as needed, to ensure optimal coverage of all shifts and appropriate staff levels during peak activity periods. Publishes combined work schedule for Base Operations staff.
- 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.
- Ensures staff is fully trained utilizing NATA Safety 1st and Avfuel specific training materials, including maintaining training files, certification records and recurrent training compliance. Designs and updates staff qualification tests & practical exams.
- Responsible for oversight of customer 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.
- Trains staff in the proper us of two-way radio equipment and terminology to be used in air-to-ground communications with aircraft.
- 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 flu-in events. Assists with planning and coordinating airport special events, group airport tours and employee recognition awards.
- 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, retail sales, operations and related performance data. Monitors PCI compliance.
- Manages retail shop to include inventory control, sales analysis, product selection, display design & layout; procurement of special orders and order fulfillment.
- Ensures accuracy of monthly invoicing reports for fuel sales, gift shop sales, and other revenue sources.

- Manages quality and inventory of complimentary customer amenities such as coffee, cookies, popcorn, beverages, newspapers and restroom supplies.
- Monitors safety of operations and ensures a safe terminal environment for aircrew, passengers and customers. Reports and resolves safety discrepancies.
- Follows airport procedures to report alerts to Page Field staff and operations department.
- Supports airport marketing and customer recognition programs by contributing to the development of advertising materials; participating in marketing and sales visits to existing and prospective customers; and representing Page Field at trade shows, meetings and events to build customer loyalty.
- Actively participates in team meetings and submits recommendations designed to improve efficiency, customer service or safety; submits monthly operations report.
- Assists general manager in preparation of capital and budgetary requests for department.
- Responsible for the selection and procurement of staff uniforms and professional wear.
- Maintain an effective and positive relationship with airport personnel, tenants and customers.
- Resolves tenant and customer complaints and develops programs to improve customer relations.
- 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.
- 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. Must be available for contact via text or telephone at any time. 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.

KNOWLEDGE, SKILLS & ABILITIES

- Position requires a high degree of integrity, strong leadership skills, and the ability to effectively communicate with staff and management.
- Must be NATA Safety 1st certified for applicable customer service topics or achieve NATA Safety 1st Certification within 6 months of hire.
- Must successfully complete Avfuel Customer Service Training program.
- Must successfully complete Authority-approved leadership development course & advanced customer service training course.
- Must have extensive knowledge of general aviation aircraft, FBO operations, flight line and airport operations to include aircraft servicing and handling.
- Must have full working knowledge of all aspects of providing customer service.
- Must be able to operate and communicate clearly on mobile and hand-held radios.
- Must know airport layout & technical details within 120 days of hire.
- Must have excellent communication and customer service skills, as well as the ability to deal with unusual situations in a professional manner. The ability to train, motivate and lead by example is paramount.
- Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write reports, business correspondence 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 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.

- 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.
- Ability to perform job duties while possibly being exposed to working near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions including extreme heat; risk of electrical shock, flammables and vibration and loud noise levels within the work environment.
- Must meet the physical ability requirements to lift and carry 25 pounds, and occasionally lift and/or move up to 50 pounds; stand, walk, sit, stoop, crawl, kneel, crouch, hear, reach, climb or balance. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- 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 / Google Sheets and craft Microsoft Word documents.

TRAINING AND EXPERIENCE:

High school diploma or general education degree (GED) is required. Three to five years of FBO management experience preferred or a combination of training and general aviation experience may be considered. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must have a strong background in FBO operations at a location servicing turbine and piston aircraft. Possession of Notary Public commission of the State of Florida or the ability to acquire one within 6 months of hire.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.
- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
AIRPORT OPERATIONS CONTROL CENTER (AOCC)
TIER I

AOCC AGENT **GRADE: 14-84 FLSA**
NON-EXEMPT

MAJOR FUNCTIONS

The Airport Operations Control Center (AOCC) supports daily operations at Southwest Florida International Airport (RSW) and Page Field General Aviation Airport (FMY). The AOCC is an open, collaborative environment where terminal, landside, airside, safety & security related operational communications and coordination is provided during regular, irregular and/or emergency conditions. The AOCC ensures situational awareness is sustained for airport operations, maintenance, contracts, airport police, fire/medical officials, airport security, tenants, airlines, federal agencies, the general public, and various departments and leadership throughout the Lee County Port Authority.

The AOCC Agent is an advanced position who performs emergency services dispatch duties and provides a real-time, common, operational communication and coordination enabling continuous situational awareness and seamless facilitation for the transfer of passengers, baggage, aircraft and vehicles, with an emphasis on the customer experience. The AOCC Agent is responsible for proactively planning, monitoring, reviewing, coordinating, communicating, and collaborating airport operational activity with various stakeholders. The AOCC Agent trains and mentors the AOCC Specialists throughout the process of obtaining their qualification as an AOCC Agent. The AOCC Agent evaluates and proposes updates/improvements to existing AOCC Operating Instructions (OI). Assumes the duties of the AOCC Supervisor in her/his absence as delegated.

GENERAL POSITION DUTIES

Through direct supervision, the following are general duties associated with this position:

- Operates the Computer Aided Dispatch (CAD) system consoled and associated Records Management System (RMS) sources for various emergency response agencies.
- Queries, communicates, conveys and enters a variety of information relating to law enforcement activities using the Criminal Justice Information Systems (CJIS).
- Operates all communication systems to include phone network, 800 MHz radios, cell phones, terminal paging, and various computer-based emergency notification platforms.
- Maintains and coordinates operational information to internal and external stakeholders such as airline activity, vehicle and roadway traffic conditions, airport parking status, terminal conditions, customer service events, and wayfinding.
- Maintains and interprets various airport operational datasets and dashboards used for

situational awareness and proactive decision making by stakeholders and airport leadership.

- Monitors domestic and international airline Flight Information Display System (FIDS) status and assists Airport Operations with updating aircraft gate and/or baggage carousel assignments and schedule changes.
- Proactively monitors various CCTV feeds for operational situations and/or emergencies and coordinates information for appropriate response by responsible entities.
- Monitors the airport-wide access control system to ensure no unauthorized access to the AOA, Secured Area, Sterile Area, and/or other restricted areas of the airport and adjudicates alarms according to published OIs. Dispatches officials for response and investigation.
- Provides calls for service to Airport Maintenance personnel and updates the Maximo CMMS.
- Dispatches Information Technology (IT) personnel during after-hours emergency requests and inputs after-hours work orders as established by OIs.
- Receives all calls from the terminal paging system and general inquiries from the public.
- Monitors, tests, controls/operates airport-wide fire alarm systems.
- Operates the Emergency Notification System (ENS) within established guidelines, or as directed and approved by supervisor or airport leadership.
- Performs other job duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

1. Demonstrate a high degree of integrity, professionalism, and model excellent customer service skills.
2. Strong knowledge of airport and airline operations, functions and duties required.
3. Proven ability to retain and relay information under stressful conditions, respond to calls quickly and calmly, and make sound decisions while working under pressure.
4. Excellent verbal, written, and interpersonal communication skills including the proven ability to read, write and fluently speak English; clearly speak over the phone, paging system, and radios; maintain positive working relationships with peers and other agencies.
5. Proven ability to multitask while efficiently and effectively performing throughout a variety of challenges and rapidly changing situations.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
AIRPORT OPERATIONS CONTROL CENTER (AOCC)

AOCC AGENT **GRADE: 14-84 FLSA**
NON-EXEMPT

Training and Experience:

1. Be 18 years of age or older and possess a valid Florida driver's license.
2. Must demonstrate thorough knowledge of all duties associated with the AOCC Specialist position and possess above average capabilities and skill requirements at the operational level, as confirmed by the AOCC Supervisor(s).
3. Must have been employed as a Communications Dispatcher-I and/or AOCC Specialist for three (3) years, or two (2) years if more than one (1) year of verifiable experience in a communications/dispatch center.
4. Complete Criminal History Records Check (CHRC) and pass multiple criminal background checks to obtain and maintain state and federally mandated security clearances.
5. Must be able to obtain an approved Security Threat Assessment from the TSA.
6. Must pass a psychological assessment prior to employment.
7. Must have completed FEMA IS 144, 240, 241, 242, 906 and 915 courses.
8. Must have completed at least four (4) Guest First Customer Services courses with the Lee County VCB.
9. Possess computer skills and experience in a fast-paced/high pressure public contact environment.
10. Must have completed the 911 Public Safety Telecommunicator (PST) course to include state testing and certification
11. Must have completed the APCO Communications Training Officer (CTO) course if the Law Enforcement Dispatcher course, the AAAE Airport Certified Employee (ACE) for Communications, or other department-approved certification course.
12. CPR and AED certification within 6 months of hiring.
13. Must maintain Criminal Justice Information System (CJIS) certification.
14. Must have completed 40 hours of continuing education training as approved by the AOCC Supervisor.
15. High School Diploma or GED required; Associates Degree desired.

Schedule: Ability to work various 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. AOCC Agents 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
AIRPORT OPERATIONS DEPARTMENT
AIRPORT OPERATIONS CONTROL CENTER (AOCC)

Emergency Response/Recovery Activities:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT

AOCC SPECIALIST (EM-COMM & OPS-COMM)
GRADE: 12-84 or GRADE 12 **NON-EXEMPT: TIER-1**

MAJOR FUNCTIONS

The Airport Operations Control Center (AOCC) supports daily operations at Southwest Florida International Airport (RSW) and Page Field General Aviation Airport (FMY). The AOCC is an open, collaborative environment where terminal, landside, airside, safety & security related operational communications and coordination is provided during regular, irregular and/or emergency conditions. The AOCC ensures situational awareness is sustained for airport operations, maintenance, contracts, airport police, fire/medical officials, airport security, tenants, airlines, federal agencies, the general public, and various departments and leadership throughout the Lee County Port Authority.

The AOCC SPECIALIST has two distinct disciplines, Operations Communications (OPS-COMM) and Emergency Communications (EM-COMM).

An AOCC OPS-COMM Specialist is an entry-level position that performs real-time, common, operational communication and coordination enabling continuous situational awareness and seamless facilitation for the transfer of passengers, baggage, aircraft and vehicles, with an emphasis on the customer experience.

An AOCC EM-COMM Specialist is an entry-level position that performs emergency dispatch duties by providing real-time, common, operational communication and coordination services primarily for airport police, fire, and emergency responders.

The AOCC OPS-COMM Specialist and EM-COMM Specialist work in close coordination during all emergency events impacting airport operations requiring law enforcement and/or emergency responders.

GENERAL POSITION DUTIES

The AOCC SPECIALIST position performs the following general duties:

- Proactively monitors, reviews, coordinates, communicates, and collaborates airport operational activity.
- Operates various computer systems and programs, including the Computer Aided Dispatch (CAD) system console and associated Records Management System (RMS) sources.
- Operates all communication systems to include phone network, 800 MHz radios, cell phones, terminal paging, and various computer-based emergency notification platforms.
- Maintains and coordinates operational information to internal and external stakeholders such as airline activity, airfield conditions, vehicle and roadway traffic conditions, airport parking status, terminal conditions, customer service events, and wayfinding.
- Maintains and interprets various airport operational datasets and dashboards used for situational awareness and proactive decision making by stakeholders and airport leadership.
- Monitors domestic and international airline Flight Information Display System (FIDS)

  status and assists Airport Operations with updating aircraft gate and/or baggage carousel

02/10, 03/11, 04/12, 06/16, 01/17, 01/19, 12/20, 5/23, 1/24, 3/24, 5/24, 6/24

AOCC SPECIALIST (EM-COMM & OPS-COMM)
GRADE: 12-84 or GRADE 12 **NON-EXEMPT: TIER-1**

assignments and schedule changes.
- Proactively monitors various CCTV feeds for operational situations and/or emergencies and coordinates information for appropriate response by responsible entities.
- Monitors the airport-wide access control system to ensure no unauthorized access to the AOA, Secured Area, Sterile Area, and/or other restricted areas of the airport and adjudicates alarms according to published OIs. Dispatches appropriate personnel for response and investigation.
- Provides calls for service to Airport Maintenance personnel and updates the Maximo Computerized Maintenance Management System (CMMS).
- Dispatches Information Technology (IT) personnel during after-hours emergency requests and inputs after-hours work orders as established by OIs.
- Provides flight information, pages, general information, and inquiries to both the public and tenants as requested.
- Operates the Emergency Notification System (ENS) as directed and approved by supervisor or airport leadership.
- Performs other job duties as assigned.

DISCIPLINE SPECIFIC DUTIES

AOCC OPS-COMM Specialist:

- Maintains and coordinates operational information to internal and external stakeholders regarding irregular operations (IROPS) conditions.
- One (1) year of aviation/airport/airline operations experience desired.
- Must complete FEMA ICS 100, 200, 700 and 800 within 6 months of employment.
- Complete the Federal Aviation Administration (FAA) US Digital NOTAM Manager System training within 6 months of employment.

AOCC EM-COMM Specialist:

- Queries, communicates, conveys and enters a variety of information relating to law enforcement activities using the Criminal Justice Information Systems (CJIS).
- One (1) year of aviation/airport experience or emergency call-taking/dispatch experience preferred.
- Complete the 911 Public Safety Telecommunicator (PST) course to include state testing and certification within 6 months of hiring.
- Completion of the State of Florida's Certified Telecommunicator course preferred, or an equivalent combination of training, education, and aviation experience may be considered.
- Monitors, tests, controls/operates airport-wide fire alarm systems.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT

AOCC SPECIALIST (EM-COMM & OPS-COMM)
GRADE: 12-84 or GRADE 12 **NON-EXEMPT: TIER-1**

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Successful candidates should possess the following attributes and abilities:

1. Demonstrate a high degree of integrity, professionalism, and excellent customer service skills.
2. Knowledge of airport and airline operations, functions and duties highly preferred.
3. Ability to retain and relay information under stressful conditions, respond to calls quickly and calmly, and make sound decisions while working under pressure.
4. 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, and maintain positive working relationships with other agencies.
5. Be able to multitask and efficiently and effectively perform throughout a variety of challenges and rapidly changing situations.

Training and Experience:

1. Be 18 years of age or older and possess a valid Florida driver's license.
2. A complete background investigation of each applicant will be made. Must pass a Criminal History Record Check (CHRC) and multiple criminal background checks to obtain and maintain state and federally mandated security clearances.
3. Must be able to obtain an approved Security Threat Assessment from the TSA.
4. Possess computer skills and experience in a fast-paced/high pressure public contact environment.
5. CPR and AED certification within 6 months of hiring.
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 have never had a felony conviction.
7. High School Diploma or GED required; Associates Degree desired or an equivalent combination of training, education, and aviation experience may be considered.

Schedule: Ability to work various shifts (weekends, holidays, and relief shifts) 24/7. AOCC specialists 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.

02/10, 03/11, 04/12, 06/16, 01/17, 01/19, 12/20, 5/23, 1/24, 3/24, 5/24, 6/24

AOCC SPECIALIST (EM-COMM & OPS-COMM)
GRADE: 12-84 or GRADE 12 **NON-EXEMPT: TIER-1**

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
AIRPORT OPERATIONS CONTROL CENTER (AOCC)
TIER I

AOCC SPECIALIST **GRADE: 12-84 FLSA**
NON-EXEMPT

MAJOR FUNCTIONS

The Airport Operations Control Center (AOCC) supports daily operations at Southwest Florida International Airport (RSW) and Page Field General Aviation Airport (FMY). The AOCC is an open, collaborative environment where terminal, landside, airside, safety & security related operational communications and coordination is provided during regular, irregular and/or emergency conditions. The AOCC ensures situational awareness is sustained for airport operations, maintenance, contracts, airport police, fire/medical officials, airport security, tenants, airlines, federal agencies, the general public, and various departments and leadership throughout the Lee County Port Authority.

The AOCC Specialist is an entry-level position who performs emergency services dispatch duties and provides a real-time, common, operational communication and coordination enabling continuous situational awareness and seamless facilitation for the transfer of passengers, baggage, aircraft and vehicles, with an emphasis on the customer experience. The AOCC Specialist is responsible for proactively monitoring, reviewing, coordinating, communicating, and collaborating airport operational activity.

GENERAL POSITION DUTIES

Through direct supervision, the following are general duties associated with this position:

- Operates the Computer Aided Dispatch (CAD) system consoled and associated Records Management System (RMS) sources for various emergency response agencies.
- Queries, communicates, conveys and enters a variety of information relating to law enforcement activities using the Criminal Justice Information Systems (CJIS).
- Operates all communication systems to include phone network, 800 MHz radios, cell phones, terminal paging, and various computer-based emergency notification platforms.
- Maintains and coordinates operational information to internal and external stakeholders such as airline activity, vehicle and roadway traffic conditions, airport parking status, terminal conditions, customer service events, and wayfinding.
- Maintains and interprets various airport operational datasets and dashboards used for situational awareness and proactive decision making by stakeholders and airport leadership.

- Monitors domestic and international airline Flight Information Display System (FIDS) status and assists Airport Operations with updating aircraft gate and/or baggage carousel assignments and schedule changes.
- Proactively monitors various CCTV feeds for operational situations and/or emergencies and coordinates information for appropriate response by responsible entities.
- Monitors the airport-wide access control system to ensure no unauthorized access to the AOA, Secured Area, Sterile Area, and/or other restricted areas of the airport and adjudicates alarms according to published OIs. Dispatches officials for response and investigation.
- Provides calls for service to Airport Maintenance personnel and updates the Maximo CMMS.
- Dispatches Information Technology (IT) personnel during after-hours emergency requests and inputs after-hours work orders as established by OIs.
- Receives all calls from the terminal paging system and general inquiries from the public.
- Monitors, tests, controls/operates airport-wide fire alarm systems.
- Operates the Emergency Notification System (ENS) as directed and approved by supervisor or airport leadership.
- Performs other job duties as assigned by the AOCC Supervisor.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:

Successful candidates should possess the following attributes and abilities:

1. Demonstrate a high degree of integrity, professionalism, and model excellent customer service skills.
2. Knowledge of airport and airline operations, functions and duties highly preferred.
3. Ability to retain and relay information under stressful conditions, respond to calls quickly and calmly, and make sound decisions while working under pressure.
4. 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, and maintain positive working relationships with other agencies.
5. Be able to multitask and efficiently and effectively perform throughout a variety of challenges and rapidly changing situations.

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) and pass multiple criminal background checks to obtain and maintain state and federally mandated security clearances.

3. Must be able to obtain an approved Security Threat Assessment from the TSA.
4. Must pass a psychological assessment prior to employment.
5. Aviation/airport experience or emergency call-taking/dispatch experience preferred.
6. Possess computer skills and experience in a fast-paced/high pressure public contact environment.
7. Complete the 911 Public Safety Telecommunicator (PST) course to include state testing and certification within 6 months of hiring.
8. CPR and AED certification within 6 months of hiring.
9. 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 have never had a felony conviction.

High School Diploma or GED required; Associates Degree desired. One (1) year of experience in airport/aviation, police, fire or emergency communications desired; completion of the State of Florida's Certified Telecommunicator course preferred; or an equivalent combination of training, education, and aviation 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 various 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. AOCC Specialists 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

02/10, 03/11, 04/12, 06/16, 01/17, 01/19, 12/20, 5/23, 09/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER 1

AIRPORT OPERATIONS CONTROL CENTER SUPERVISOR **GRADE: 19-84**
NON-EXEMPT

MAJOR FUNCTION

The Airport Operations Control Center (AOCC) supports daily operations at Southwest Florida International Airport (RSW) and Page Field (FMY). The AOCC is an open, collaborative environment where terminal, landside, airside, safety & security-related operational communications and coordination is provided during regular, irregular and/or emergency conditions. The AOCC ensures that situational awareness is sustained for airport operations, maintenance, contracts, airport police, fire/medical officials, airport security, tenants, airlines, FAA, TSA, USCBP, the general public and various departments and leadership throughout the Lee County Port Authority.

The AOCC Supervisor is a hands-on, professional and highly qualified position which provides direction and continuous oversight of the staff and functions of the AOCC while continuously ensuring the highest standard of services are maintained. The AOCC Supervisor is responsible for building and maintaining a common-operating picture by proactively planning, monitoring, reviewing, coordinating, communicating and collaborating airport operational activity from the AOCC with various stakeholders. The AOCC Supervisor supports the AOCC Manager in the ongoing training, mentoring and development of the AOCC staff. This role is also responsible for assisting the AOCC Manger with updating and enhancing existing AOCC Operating Instructions (OI) to ensure they align with or exceed national standards.

GENERAL POSITION DUTIES

- Directly responsible for all of the duties and responsibilities of the AOCC Specialist and Agent positions.
- Leads assigned work shifts to maintain a proactive posture and ensure operations within the combined framework of the AOCC's mission, core values, operational priorities and established procedures.
- Responsible for developing, updating and maintaining a common operating picture and communicating/providing real-time situational awareness to airport leadership and emergency responders.
- Coordinates response and operations with emergency, law enforcement and federal agencies.
- Leads AOCC staff in support of the incident command function during emergencies.
- Responsible for completing quality assurance/quality improvement evaluations in accordance with established OIs and conducting annual evaluations for assigned AOCC staff.
- Responsible for developing and implementing training within the AOCC and participating in airport-wide training exercises.
- Assists with reviews of established guidelines and procedures to suggest improvements, develop new procedures and ensure alignment with the needs of our internal and external stakeholders.
- Delegates responsibilities and tasks to AOCC staff with the goal of effectively developing personnel, fostering employee ownership and efficiently completing organizational assignments.
- May serve as the AOCC's Coordinator for established departmental programs.
- Perform other tasks or duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

1. Demonstrate a high degree of integrity, professionalism, leadership and excellent customer service skills.
2. Strong knowledge of airport and airline operations, functions and duties required.
3. Will have a working knowledge of APCO American National Standards: Minimum Training Requirements for Public Safety Telecommunicator and Core Competencies and Minimum Training Requirements for Public Safety Communications Training Officers.
4. Should be cognizant of other relevant standards, applicable to the agency's jurisdiction, (ie. National Fire Protection Association standards, National Emergency Number Association, Department of Labor, Federal Aviation Administration, American Association of Airport Executives - Airport Certified Employee, the Commission on Accreditation for Law Enforcement Agencies, etc.) and any other federal, state or local standards that may apply.
5. Proven ability to retain and relay information under stressful conditions, respond to calls quickly and calmly and make sound decisions while working under pressure.
6. Excellent verbal, written and interpersonal communication skills with the ability to clearly read, write and fluently speak English; clearly speak over the phone, paging system and radios; maintain positive working relationships with peers and other agencies.
7. Proven ability to multitask while efficiently and effectively performing throughout a variety of challenges and rapidly changing situations.

Training and Experience:

1. Be 18 years of age or older and possess a valid Florida driver's license.
2. Must demonstrate thorough knowledge of all duties associated with the AOCC staffed positions and possess above-average capabilities and skill requirements at the operational level, as confirmed by the AOCC Manager.
3. Must maintain an active Florida 911 Public Safety Telecommunicator License or obtain it within 12 months of appointment to the position.
4. Must obtain and maintain both APCO Communications Training Officer & Communications Center Supervisor certification within 12 months of appointment to the position.
5. Complete Criminal History Records Check (CHRC) and pass multiple criminal background checks to obtain and maintain state and federally mandated security clearances.
6. Must be able to obtain an approved Security Threat Assessment from the TSA.
7. Must pass a psychological assessment prior to employment.
8. Must have completed the FEMA ICS 300 & 400 courses, or complete within 12 months of appointment to the position or as soon as practicable when the courses are available.
9. Possess good computer skills and have experience working in a fast-paced/high-pressure public contact environment.
10. Must maintain an active and valid Adult & Pediatric CPR/AED/First Aid certification.
11. Must maintain FDLE Criminal Justice Information Systems (CJIS) Full-Access certification.
12. Experience with process improvement or quality assurance/improvement programs is highly preferred.
13. High School Diploma or GED required; Associates Degree desired.
14. Internal applicants should have 2 years of experience in the AOCC or more than 5 years of combined public safety dispatch experience, including verified service with other agencies.
15. External applicants should have at least 5 years of verified public safety dispatch experience, with preference given to applicants with two or more years of experience in a supervisory, quality

assurance, or training coordinator role. Aviation/airport dispatch experience preferred.

16. Certification as a NENA Emergency Number Professional (ENP), APCO Registered Public-Safety Leader (RPL), or APCO Certified Public-Safety Executive (CPE) preferred.

Schedule:
Ability to work various shifts (weekends, nights, holidays and relief shifts) 24/7 depending upon needs of the department and may be adjusted periodically; AOCC Supervisors work an 84-hour (twelve-hour shifts) bi-weekly work week. Schedules may be rotated or changed. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

02/10, 03/11, 04/12, 06/16, 01/17, 01/19, 12/20, 5/23, 1/24, 4/25

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER II

COORDINATOR, APD **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This position serves as a senior administrative support staff employee of the Lee County Port Authority Police Department and performs duties commensurate with this responsibility. This position will require 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 is to support the Chief of Police, Deputy Chief of Police as well as the Commanders of their respective bureaus:

- 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/or general orders.
- Routes technical matters to proper department personnel.

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

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 judgement 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 High School or a GED is required**.** A minimum of 2 years of work experience in administrative duties is preferred**.** Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. 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 and 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 Internet communications with FDLE/CJSTC files and maintains required records.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

BATTALION CHIEF, ARFF **EXEMPT GRADE: 27-112**

FUNCTIONS

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. He/she formulates recommendations to the Chief for implementation of safety procedures and elimination of safety hazards.

OTHER ESSENTIAL DUTIES

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.

He/she will direct the work of employees. 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.

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.

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.

He/she must review and/or prepare performance appraisals of shift personnel. Must effectively manage and plan his/her areas of responsibilities 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, the 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 evaluate and recommend hiring (or non-selection) of prospective ARFF applicants or Officer promotions by participating as a member of the Interview Board in accordance with established policies and procedures.

Perform all other duties as assigned.

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 firefighting. 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. It is essential for employee to be proficient in driving a command-type vehicle and communicate using a two way radio.

Training and Experience Required: Must be a high school graduate or G.E.D, Associate of Science degree in a fire-related field with two years of experience as an ARFF Technician (or higher); or have five years' experience as an ARFF Technician (or higher). Employee must have a valid Class D Non-Commercial driver license. Candidates must have a Basic Life Support/CPR Certificate, Florida Emergency Medical Technician (EMT) certification (or higher), Florida FireFighter I/II, Florida Fire Officer (or higher), a Florida Firefighters Standards Council Certificate of Compliance, and must meet minimum standards in F.S. 633.35. Candidates are highly desired to have AAAE-ARFF certification, Florida Certifications as a Fire Instructor (or higher) and ICS certifications in Strike Team/Task Force Leader, Division Supervisor, and Operations Section Chief.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/07, 02/11, 10/13, 02/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

CAPTAIN, ARFF **NON-EXEMPT GRADE: 24**

MAJOR FUNCTION

This is 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. The 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 an 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 annual 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 complete Purchase Order Requisitions (RPOs) for needed purchases.

Under direction from the Fire Chief, the 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. The employee will assist the Chief in the execution of any formal collective 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.

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: Must be a high school graduate or hold a G.E.D, Associate of Science degree in a fire-related field with two years experience as an EMT and Engineer off probation (or higher). Employees must have a valid Class D Non-Commercial driver license. Candidates must have Florida Emergency Medical Technician (EMT), Florida FireFighter I/II, Basic Life Support/CPR. Florida Fire Officer (or higher), Florida Fire Instructor (or higher), a Florida Firefighters Standards Council Certificate of Compliance, and meet the minimum standards in F.S. 633.35. Candidates are highly desired to have AAAE-ARFF certification, and the following ICS certifications: Strike Team/Task Force Leader, and Division/Group Supervisor.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

02/08, 02/11, 3/13, 10/13, 01/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

ARFF FIRE CHIEF **EXEMPT 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.

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 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.

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 Required: Must have a 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. A Valid Class D Non-Commercial State of Florida driver's license or above is required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 02/11, 01/14, 10/17, 12/23

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 though 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.

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
TIER II

CHIEF HUMAN RESOURCES OFFICER **EXEMPT GRADE: 31**

MAJOR FUNCTIONS

The chief human resources officer ("CHRO"), reporting to the 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 polices 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.

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, Skills, and Abilities: 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 mange 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 ten (10) years of broad-based HR management experience, including five (5) years at the management 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

06/23, 09/23

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT

CONTRACT ADMINISTRATOR **GRADE: 22**

MAJOR FUNCTION

This is a professional position assisting with the monitoring and managing of engineering/construction/construction management and administration/planning and environmental compliance/governmental affairs- related contracts for the Port Authority's Division of Development. Duties include developing and maintaining modern and time efficient procedures for reviewing and maintaining contract documents. Duties are performed independently under the general direction of the Division Director of Development and the Deputy Executive Director of Development, with whom the employee confers on matters affecting Authority policy. Provide general support services to the Division Director of Development and the Deputy Executive Director of Development.

GENERAL POSITION DUTIES

Administration of Professional Services Agreements and construction contracts. Assist 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.

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

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of principles, regulations and standards applicable to the administration of all construction contracts and professional services agreements of varying size, amount, scope and complexity. Thorough knowledge of contract laws, regulations and procedures established by the Port Authority.

Knowledge, Abilities and Skills (cont.): 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.

Training and Experience: Graduation from a two or four year college or university with a degree in business, business administration, accounting, contract management or related field; 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.

06/06, 03/11, 10/13, 10/16

LEE COUNTY PORT AUTHORTITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT
TIER II

CONTRACT COMPLIANCE ADMINISTRATOR **EXEMPT GRADE: 22**

MAJOR FUNCTIONS

The Contract Compliance Administrator (CCA) is a professional position, responsible for planning, researching, developing, organizing, performing 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 under the supervision of the Director, Contract Management with whom the CCA will confer on matters affecting contract service delivery, 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 plant-scaping, and other service, maintenance, staffing, resource and support services, as assigned.

Assists the department director 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.

GENERAL POSITION DUTIES (cont.)

Assist 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 department director, 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 Director, 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 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 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.

Represent the department professionally in various meeting settings and when dealing with the public, vendors, and other departments.

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

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: 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. Experience in the preparation of technical and operational specifications highly desirable. 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, develop KPI's and draw valid conclusions.

MINIMUM QUALIFICTIONS (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 department director. The CCA is required to stand, sit, walk, climb, kneel, balance, talk and hear. The employee may occasionally exposed to high places and loud noises.

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 is preferred. Three (3) or more years of airport-related experience is preferred. 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.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/18, 08/19, 12/23

LEE COUNTY PORT AUTHORTITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT
TIER II

CONTRACT COMPLIANCE ADMINISTRATOR **EXEMPT GRADE: 22**

MAJOR FUNCTIONS

The Contract Compliance Administrator (CCA) is a professional position, responsible for planning, researching, developing, organizing, performing 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 under the supervision of the Director, Contract Management with whom the CCA will confer on matters affecting contract service delivery, 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 plant-scaping, and other service, maintenance, staffing, resource and support services, as assigned.

Assists the department director 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.

GENERAL POSITION DUTIES (cont.)

Assist 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 department director, 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 Director, 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 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 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.

Represent the department professionally in various meeting settings and when dealing with the public, vendors, and other departments.

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

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: 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. Experience in the preparation of technical and operational specifications highly desirable. 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, develop KPI's and draw valid conclusions.

MINIMUM QUALIFICTIONS (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 department director. The CCA is required to stand, sit, walk, climb, kneel, balance, talk and hear. The employee may occasionally exposed to high places and loud noises.

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 is preferred. Three (3) or more years of airport-related experience is preferred. 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.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/18, 08/19, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT
TIER II

COORDINATOR, CONTRACT **NON-EXEMPT GRADE: 13**

MAJOR FUNCTIONS

This is a professional, non-exempt position reporting to the Director, 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 budget 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.

GENERAL POSITION DUTIES (cont.)

Composes and distributes correspondence for contract compliance, coordination, and signature by the department director 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.

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, Skills and Abilities: 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 is required. Associates degree in accounting, business management or related field and a minimum of three (3) years administrative-level experience performing bookkeeping duties, or twelve (12) college semester hours in accounting or bookkeeping is preferred. Strong working knowledge of Microsoft Office applications (i.e., Word, Excel), Google Suite, 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT
TIER II

COORDINATOR, CONTRACT **NON-EXEMPT GRADE: 13**

MAJOR FUNCTIONS

This is a professional, non-exempt position reporting to the Director, 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 budget 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.

GENERAL POSITION DUTIES (cont.)

Composes and distributes correspondence for contract compliance, coordination, and signature by the department director 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.

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, Skills and Abilities: 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 is required. Associates degree in accounting, business management or related field and a minimum of three (3) years administrative-level experience performing bookkeeping duties, or twelve (12) college semester hours in accounting or bookkeeping is preferred. Strong working knowledge of Microsoft Office applications (i.e., Word, Excel), Google Suite, 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT

SPECIALIST, CONTRACTS **GRADE: 12**

MAJOR FUNCTIONS

This is a professional position assisting the Contracts Manager with the monitoring and managing of project related contracts for the Port Authority's Development Division. Duties include assisting with processing task related invoices submitted by consultants and contractors, assist with department operating budget approval, assist with purchase order processing and tracking, assist with purchase card coordination and processing, project close out documents – transfer hard copies to digital and create and maintain a file index for easy retrieval, coordinate ASMC/Board agenda schedule with PMs, track contract expiration dates for renewal or extension, Google document maintenance (transfer closed projects to Google Drive and file share) opening/tracking/payments on purchase orders, processing contract related submittal documents, 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

This position will support the administration of professional consultant agreements. Typical duties include: process Notice To Owners, track receipt of Certificate of Insurance (COIs) for all contracts (notify consultant/contractor before expiration), tracks payment and performance bonds for projects; ensure they are recorded with Lee County, update and maintain "Welcome Packet" for new consultants, update contract forms as needed (CAs, TAs), update and track consultant info spreadsheet (PMs, signature authority, project info), assist with formatting LOQs and RFBs for projects and continuing contracts, handle outgoing mail i.e. interoffice mail, FedEx, UPS, monthly Census reporting (project reporting to United States Census Bureau), provide coordination for Public Records requests; work with Communications and Marketing and Legal Department. Support 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. Assists in creating, processing, and tracking of purchase orders, and preparation and maintaining of operating budget documentation, as well as other general accounts payable/receivable duties. Performs related duties as assigned and assist Contracts Manager with 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. 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 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. 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.

Training and Experience: Requires High School graduation or G.E.D. and three (3) years of progressively responsible experience performing clerical, bookkeeping and accounting duties or twelve (12) college semester hours in accounting or bookkeeping; or an equivalent combination of training and experience. Strong working knowledge of Microsoft computer programs/applications (i.e., Word, Excel) and the operation of basic office equipment.

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

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
Tier I

Contracts Supervisor, Page Field
NON-EXEMPT GRADE: 19

MAJOR FUNCTIONS

This professional position will oversee the coordination and monitoring of projects, contracts, and contracted services for Page Field. The Contract Supervisor is responsible for performing operational and financial oversight of service providers, monitoring compliance with approved service provider agreements, coordinating contractor work and project activities related but not limited to repair, service, and construction 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 Manager.

GENERAL POSITION DUTIES

Provide administrative and operational oversight for a wide range of service provider agreements for Page Field, including but not limited to: janitorial services, landscaping services, mechanical and fueling systems maintenance, general contractor services, elevator maintenance, HVAC/chiller maintenance, airfield lighting and pavement projects, and other service, maintenance, and resource and support services, as assigned.

Performs field inspections of work to ensure contractor contract and permit compliance, when necessary.

Assist the Maintenance Manager in researching and developing requests for proposal/bid (RFP/RFB) solicitations procuring a wide range of service, maintenance, and operational contracted services for Page Field, including but not limited to small purchases and minor contractor repairs. This involves developing comprehensive scope of services, general conditions, technical specifications, and performance standards.

Will act as the liaison between the Page Field Maintenance and Purchasing Department to facilitate effective communication and collaboration for improved operational efficiency and ensure procurement compliance with contracts and vendor services.

Ensure 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 reviews.

Verify contractor work plans, tasks, schedules, material consumption, consistent with the contract terms and approvals, while promoting a high level of productivity. Maximize department and contractor productivity through proficient use of software applications utilized by Page Field. Assist in maintaining department reports, correspondence, project files and records/documents, as well as administrative compliance of service, maintenance and support contracts.

Assists 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. Prepares and processes contract service requests as necessary to meet planned or unplanned service needs or to achieve organizational goals for contract performance.

Perform other duties as required or assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, Abilities: Knowledge of safety standards. Must have excellent communications, customer service, negotiation and problem solving skills. 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.

Must have knowledge of spreadsheet, database, and word processing software. Familiarity with CMMS systems for generating work requests, preventative maintenance scheduling and inventory control; experience purchasing commercial goods and services highly desirable.

While performing the duties of this job, this position will be required to periodically work non-standard work schedules as directed by the Manager. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud. Ability to communicate freely using two way radios, sometimes in very noisy environments. 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. 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: High School Diploma/GED required. 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 construction or maintenance experience preferred; or any combination of education and experience which demonstrates ability to perform duties effectively may be substituted.

Licenses and Certificates:
AAAE attained certification status (A.C.E., C.M.) desirable.
Valid Florida driver's license required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

9/24,10/24 (retitled)

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
COMMUNICATIONS & MARKETING

COORDINATOR, COMMUNICATIONS & MARKETING **GRADE: 1 7**

MAJOR FUNCTIONS

Plays an integral part meeting the goals and objectives for the Communications and Marketing Department. Creates, designs and manages various content, 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 oversight of the Communications Manager and the Chief Communications and Marketing Officer. Position requires initiative, a high level of creativity, independent thinking, ability to multitask, prioritize own assignments, manage time and workflow in a fast-paced work environment. Must be detail oriented, independently motivated and highly organized.

GENERAL POSITION DUTIES

Media Relations: Prepares responses to stakeholder inquiries and social media; coordinates media escorts; handles required interdepartmental and tenant notifications of media activities as required; produce weekly reports of website, media and social media inquiries and posts; research, draft, edit news releases and media notes; assist with distribution of news releases to news outlets and maintenance of department media contact lists; coordinates with media stakeholders during airport emergencies.

Publicity: Researches and coordinates 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: Involved with all aspects of community and VIP tours and escorts; may prepare presentations and/or attend 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; writes and designs business newsletter; maintains department contact lists for external publications.

Employee Relations: Provides information to line departments regarding communication and marketing 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 in annual fundraising campaigns; assist department with posting materials to company intranet.

Special Events: Coordinates and runs special events; responsible for 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.

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: Updates routine material and recommends changes for Port Authority websites to department head; generates regular content; assesses and summarizes web activity reports; works with department on all social media activities; tracks reports for airport social media activity; researches and stays current on social media outlets and usage.

Administration: Oversees tasks assigned to the 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; 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 relations, communications and marketing theory and practice and its application to the travel, tourism or aviation industries; knowledge of the history and development of commercial aviation; 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 strong time management skills; professional appearance and demeanor; willingness to travel and adapt to multi-cultural social and business environments. Must be an independent and creative thinker who can develop and create own content on a regular basis.

Strong computer and internet skills and related equipment such as laptop, scanner, printers, projectors, etc.; Adept in the use of Google; extensive knowledge of all Google applications as well as MS 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 photograph and film, as well as assist with 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 to five 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
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.

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
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT

COORDINATOR, DEVELOPMENT SERVICES **GRADE: 13**

MAJOR FUNCTION

This position supports the efforts of the Development Services Department. Work is performed under the direction of the Project Coordinator of the Development Services Department, Development Services Department Director, Division Director and the Deputy Executive Director, with technical guidance from other division staff. Assists 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 airport 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

Assists in the review of 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 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.

Work involves a variety of software applications, administrative support, and technical assignments.

Performs other duties as assigned.

Contributes to the positive moral of the division.

GENERAL POSITION DUTIES (cont.)

Essential Duties and Responsibilities:

- Assist with the research and preparation of due diligence reports
- Assists the Project Coordinator with the administration of the tenant work permit program
- Photographs various stages of tenant projects, which will be incorporated into various reports and presentations.
- Manage and maintain Leasehold Development Work Permit Database
- Coordinate Leasehold Development Tenant projects at RSW and FMY
- Assist the Project Coordinator on Special Projects and Research projects as required.
- Represents the Development Services Department at meetings with other staff, tenants or other agencies as it relates to work permit projects.

MINIMUM QUALIFICATIONS

Knowledge, Abilities & Skills: Good communications skills. General knowledge project design and construction coordination. Working knowledge of capabilities and applications for any combination of current AutoCAD Release, PowerPoint, Excel, Access, 3DAAP and Desk Top Publishing. 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 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, computer science, business or public administration, or 2-5 years of experience with field work and using AutoCAD or any combination of the required software applications preferred, or any equivalent combination of training and experience. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver license is required.

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.

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
MAINTENANCE DEPARTMENT
TIER III

COORDINATOR, AIRFIELD & GROUNDS **NON-EXEMPT GRADE: 12**

MAJOR FUNCTIONS

This position serves as the administrative support staff member requiring advanced professional, secretarial, and clerical skills in connection with the efficient operation of the Maintenance Department's Airfield and Grounds sections. The position requires strong communication and organizational skills to provide effective administrative support to an expansive team and requires a significant amount of independent judgment, confidentiality, organization, and work with minimal oversight and direction. Duties include the coordination of efforts between the senior manager, section manager, supervisors, crew chiefs, and the department's administrative support staff. Work is performed under the supervision of the Airfield and Grounds manager.

GENERAL POSITION DUTIES

- Maintains calendar for the Airfield and Grounds manager; reviews for overlapping meetings, assists with scheduling and preparing for meetings, and sets reminders to follow schedule
- Updates vendor calendar of on-site services
- Handles routine matters independently with the knowledge of the overall mission of the department and division
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relays messages and instructions; responsible for accurate correspondence leaving the section
- Monitors and answers phone for the Airfield and Grounds leadership team
- Receives emergency phone calls from individuals notifying issues/problems and subsequently notifies chain of command
- 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, forms, and memorandums for signature according to established procedures
- Reads incoming correspondence and disseminates to the responsible individuals for appropriate action; manages sections' bulletin boards
- Assists with disposal forms and capital requests on behalf of sections
- Retrieves and distributes incoming mail; prepares and reviews outgoing mail or forms for distribution ensuring that all necessary backup material is attached
- Coordinates with section to complete the Daily Trouble Report and the Aviation Weekly Report
- Responsible for accurate file management of sections' records
- Prepares and reconciles local and non-local travel for the sections and any training or certification for crew members

GENERAL POSITION DUTIES (cont.)

- Assists with complex payroll entries as a timekeeper for the Airfield and Grounds sections; updates employees' schedules in Kronos as necessary, adds schedules for new hires, and assists with overall accuracy
- Assists with tracking annual evaluations schedule for section; follows up with management as appropriate
- Reviews all necessary reference questionnaires for new hires and schedules interviews
- Prepares new hire memorandum and forwards to the maintenance coordinator for review; reminds manager to complete the new hire, promotional/lateral, or departure checklist
- Assists team members with various needs
- Procures office supplies for sections and orders business cards as needed
- Requests budget transfers on behalf of the sections
- Reconciles P-card purchases according to LCPA policies and procedures; delegate for sections' P-card holders and alternate delegate for various P-card holders in the department
- Communicates regularly with vendors and requests invoices; assists potential new vendors in accessing LCPA information; requests sole source letters; assists with requesting certificates of insurance and coordinates with the Risk Department
- Submits invoices to the county
- Enters/approves purchase requisitions in Maximo
- Performs order revisions to purchase orders in E1 and closes purchase orders as necessary
- Reviews, approves, and receives orders in Maximo
- Manages/tracks sections' blanket purchase orders and P-card spending
- Reviews/retrieves various reports to monitor status of purchase orders for budget purposes
- Processes invoices in OnBase
- Processes the closeout of fiscal year-end according to organizational procedures
- Provides coverage for other administrative support staff and assists other sections as needed
- Contributes to the positive morale of the department and organization

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, and punctuation. Considerable knowledge of department rules, regulations, practices, and procedures. Experience with Google Workspace preferred. Must be able to prepare routine documents and compose business letters and memoranda in the appropriate format. Ability to receive the public with considerable poise, tact, patience, and courtesy. Ability to make minor decisions within the departmental policy and relieve the manager of administrative, clerical detail. Bending, stooping, and lifting may be required to perform this position.

Training and Experience: High school diploma/GED and three years of advanced administrative or clerical experience required. Associate's degree from a college or university including secretarial courses preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

MINIMUM QUALIFICATIONS (cont.)

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 10/13, 12/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

COORDINATOR, EAMS **NON-EXEMPT GRADE: 13**

MAJOR FUNCTIONS

This position is responsible for the operation of the Maintenance Department's Enterprise Asset Management System (EAMS). This position requires a considerable amount of independent judgment and requires strong organizational and computer skills to ensure data integrity. This position is responsible to build and maintain excellent working relationships through effective communication with internal and external stakeholders. A strong understanding of critical equipment, workflow, and work management processes are essential to this position. This position creates reports, independently and at the request of others, that articulate key performance indicators and historical maintenance data contained within the EAMS. This position requires initiative, creativity, and superb communication skills. Work is performed with and under the direct supervision of the Enterprise Asset Manager.

GENERAL POSITION DUTIES

- This position requires sufficient knowledge of facilities maintenance procedures
- Responsible for accurately approving work within the Maintenance Department scope and accurately triage route work orders within the EAMS
- Reviews maintenance work orders to ensure data integrity
- Ensures work orders are prioritized and routed to the appropriate sections
- Work with the Enterprise Asset Manager in the creation of detailed reports that illustrate the labor, materials, and services used to complete work orders and other reports as requested
- Serve as a central point of contact for internal and external stakeholders
- Assists the Enterprise Asset Manager in creating and validating the department's inventory reconciliation process
- Assists in working with outside consultants or firms as it relates to the EAMS
- Provides user support, technical assistance, and training to EAMS users
- Contributes to the positive morale of the department and organization

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in computerized maintenance management systems, warehousing, work order processing, and maintenance workflows. 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 internal and external stakeholders. A strong understanding of the MS Office suite, Google Workspace, Crystal reporting, and reporting software as well as other technical applications.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED is required. Associate's degree from a college or university with a degree in Facilities Management, Computer Science, Aviation Management, or related field is preferred. Four years of experience in enterprise asset management, computerized maintenance management, facilities management or related fields is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

7/09, 10/13, 9/21, 9/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER II

COORDINATOR, MAINTENANCE **NON-EXEMPT GRADE: 14**

MAJOR FUNCTIONS

This position serves as the senior administrative support staff member for the Lee County Port Authority Maintenance Department and performs duties commensurate with this responsibility. This position provides advanced professional, secretarial, and clerical skills in connection with the efficient operation of the entire Maintenance Department. The employee is responsible for the oversight of the secretarial and clerical duties performed throughout the department. This position requires considerable autonomy, confidentiality, and assumption of certain administrative tasks and assignments that would otherwise require guidance. The position requires strong communication and organizational skills and a significant amount of independent judgment. Work is performed under the supervision of the department director. This position supports the department director, two senior managers, and leads the administrative support staff in the department.

GENERAL POSITION DUTIES

- Maintains calendars for the department director, senior managers, and conference room; reviews for overlapping meetings, assists with scheduling and preparing for meetings, and sets reminders for maintenance administration to follow schedule
- Handles routine matters independently with knowledge of the overall mission of the department and division
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relays messages and instructions
- Monitors and answers phones for director and senior managers when unavailable; fields solicitation calls
- Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries not involving technical knowledge. Disseminates pertinent administrative information throughout the department
- Provides escorts to visitors attending on-airport meetings, if necessary
- Composes letters, correspondence, forms, and memorandums for signature according to established procedures
- Reviews outgoing correspondence and form submissions from administrative coordinators ensuring all necessary background material is attached for the approval and signatures of maintenance administration and upper management; recommends revisions as appropriate
- Maintains accurate filing system in Google for department director, maintenance administration, and administrative support staff
- Retrieves and distributes mail for Vehicle Maintenance; disseminates bulk mail/items to the department
- Procures office and mobile device supplies for Maintenance Administration

GENERAL POSITION DUTIES (cont.)

- Distributes Daily Trouble Report and Aviation Weekly Report with the assistance and input from the section managers and administrative staff
- Prepares, processes, and reconciles local and non-local travel for director and two senior managers; reviews all travel and reimbursement packets for the entire department and routes for signatures
- Ensures entire department's payroll is balanced at the end of each pay period; assists director and two senior managers as needed with payroll entries
- Schedules annual one-on-one meetings for employees to meet with director and senior manager
- Facilitates new hire orientation, lateral moves, and termination process on behalf of the department; schedules meetings to introduce new team members to maintenance administration and exit interviews; schedules tours of the property upon request; maintains new hire, departure, and promotional/lateral checklists
- Assists with interviewing administrative support staff for the department; sets up interviews and prepares materials as needed for other hires
- Prepares and submits new hire memorandums per HR's process
- Prepares all eRPAs for the department, including but not limited to new hires, retirements and terminations, reclassifications, regrades, promotions, FMLA, corrective action, etc., which requires the highest level of confidentiality and trustworthiness
- Prepares and submits all personnel requisition packets for the department and routes for signatures
- Tracks all position movement and statuses within the department
- Submits department org chart monthly to HR and the Programs section for the intranet site; updates position movement and distributes as needed to Maintenance Administration
- Formats monthly personnel report from HR and distributes among Maintenance Administration and section management
- Updates emergency contact information annually for all members in the department
- Communicates all bereavement notices to HR and upper management
- Coordinates, creates fliers, and disseminates information for department events (retirements, potlucks, staff functions, etc.); procures all retirement cakes and plaques for long-term tenure
- Tracks and distributes all awards for employees' work anniversaries
- Assists Programs section with department-wide semi-annual update
- Reviews all disposal packets, membership dues, education reimbursement applications, etc. for the department and routes for signatures
- Back-up petty cash custodian
- Assists with special department projects and other duties as assigned
- Retains Shell fleet card on behalf of the department
- Reconciles P-card purchases according to LCPA policies and procedures; delegate for Maintenance Administration; alternate delegate for the majority of P-cards holders in the department

GENERAL POSITION DUTIES (cont.)

- Assists the Programs section with reviewing capital packets and annual lists for budget submission
- Schedules and attends various weekly and monthly meetings; takes and distributes notes
- Responsible for working with the sections to track, generate, and submit six What's Up articles for the LCPA newsletter annually; reviews each article, formats, and circulates for approval
- Acts as administrative liaison between other divisions/departments and maintenance support staff
- Provides coverage for other administrative support staff as needed
- Contributes to the positive morale of the department and organization

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. Experience with Google Workspace required. Highly organized and assertive with sound judgment. Requires the ability to work under pressure with a fast turnaround. Proficiency 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. Must be skilled in working with various types of people with the aptitude to lead. Ability to make minor decisions within departmental policy to relieve the director and senior managers of administrative, clerical detail. Bending, stooping, and lifting may be required to perform this position.

Training and Experience: High school diploma/GED and six years of advanced administrative or clerical experience required. Associate's or bachelor's degree from a college or university is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

COORDINATOR, OPERATIONS **GRADE: 12**
NON-EXEMPT

MAJOR FUNCTIONS

Position provides administrative support within the Airport Operations Department. Position requires strong communication and organizational skills, independent judgment, and the ability to work with minimal oversight and direction. Position reports to the department director and supports all relevant functional areas of the department to include Airside, Landside and Terminal Operations, Emergency Management, Safety, Security, Airport Operations Control Center (AOCC) and the Airport Credentialing Office.

GENERAL POSITION DUTIES

- Maintains the highest level of discretion, confidentiality and trustworthiness in handling sensitive material.
- Coordinates and schedules appointments for department staff.
- Responsible for file management to include electronic recordkeeping of current files and proper storage and track of paper files with disposition of obsolete files.
- Maintains office supplies and equipment by submitting orders for replenishment of materials, as necessary.
- Handles routine administrative matters independently and answers routine inquiries related to the department, the Aviation Division, and the LCPA.
- Initiates purchase orders and routes correspondence for payment processing.
- Prepares and routes employment paperwork for the department's new hires, retirements, employee status changes, and annual performance evaluations.
- Receives and routes phone calls to the appropriate LCPA personnel, divisions, or departments.
- Assists visitors attending on-airport meetings.
- Composes letters/correspondence for signature.
- Sorts and distributes mail and prepares and reviews outgoing mail for completeness.
- Prepares and routes travel paperwork, makes reservations, develops itineraries, and compiles travel expense reports.
- Initiates budgeted fund transfers and tracks budget line-item expenses.
- Responsible for coding and processing payments on P-Card for the department.
- Ensures department time-keeping is in balance at the end of each pay period and assists department leadership with payroll entries.
- Maintains the department petty cash fund and coordinates employee uniform and shoe purchase program.
- Responsible for processing green sheets for board meetings.
- Assists with special department projects and other duties as assigned.
- Provides coverage for other administrative support staff as needed

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

ADMINISTRATIVE COORDINATOR, OPERATIONS **GRADE: 12**
NON-EXEMPT

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable knowledge of business English, spelling and punctuation with the highest level of detail to ensure all documents are consistent, neat and concise. Considerable knowledge of department practices, procedures, and instructions. Experience with Google Suite required. Ability to prepare routine documents and compose business letters and memoranda in business format. Ability to greet and receive the department visitors with considerable poise, tact, patience and courtesy. Ability to make administrative decisions within departmental policy. Ability to maintain effective working relationships with all airport departments and tenants. Bending, stooping and lifting may be required to perform this position.

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

Emergency Response/Recovery Activities:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

COORDINATOR, OPERATIONS, SAFETY AND SECURITY **GRADE: 14**
NON EXEMPT

MAJOR FUNCTIONS

This position serves as the senior administrative support staff member for the Lee County Port Authority Operations, Safety and Security Department and performs duties commensurate with this responsibility. This position provides advanced professional, secretarial, and clerical skills in connection with the efficient operation of the Operations and Safety Department and performs duties commensurate with this position. This employee is responsible for the oversight of the secretarial duties performed in the department. This position requires considerable autonomy, confidentiality, and assumption of certain administrative tasks and assignments that would otherwise require guidance. This position requires strong communication and organizational skills and a significant amount of independent judgment.

Work is performed under the supervision of the department director. This position supports the department director, two senior managers, four managers, the AOCC section, ID section and leads the administrative support for the department.

GENERAL POSITION DUTIES

- Schedules and organizes complex activities such as meetings, travel and department activities for the Department Director, Senior Managers and department managers
- Organizes and maintains Department Director's calendar
- Distributes the Aviation Weekly Report with the assistance and input from the department managers
- Handles routine matters independently with knowledge of the overall mission of both departments
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relays messages and instructions
- Monitors and answers phones for director and managers when unavailable; fields solicitation calls
- Routes more technical matters to the proper staff for consideration and independently answers routine inquiries
- Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Port Authority individuals, divisions or departments for resolve
- Provides escorts to visitors attending on-airport meetings, if necessary
- Maintains accurate filing system in Google for department director, management staff and department
- Maintains appointment calendars, communicates appropriately via telephone, email, and in person with internal staff and outside contacts and relays messages and instructions from supervisors to team members
- Prepares, processes, and reconciles local and non-local travel for director, two senior managers and other staff; reviews all travel and reimbursement packets and routes for signatures
- Ensures entire department is in balance at the end of each pay period; assists director, two senior managers, and staff as needed with payroll entries
- Prepares and submits all new hire memorandums per HR’s process
- Updates emergency contact information annually for all members in the department

GENERAL POSITION DUTIES (cont)

- Facilitates new hire orientation and termination process on behalf of the department; schedules meetings to introduce new team members within the department and with senior leadership; schedules exit interviews; schedules tours of the airport upon request; maintains new hire, departure, and promotional checklists
- Prepares eRPA's for both departments' new hires, retirements, re-classes, promotions, annual performance evaluations which require the highest level of discretion, confidentiality and trustworthiness
- Reviews outgoing correspondence and form submissions from administrative and department staff ensuring all necessary background material is attached for the approval and signatures of upper management; recommends revisions as appropriate
- Prepares and submits all personnel requisition packets for the department and routes for signatures
- Submits department org chart monthly to HR and coordinates updating the intranet site; updates position movement and distributes as needed
- Communicates all bereavement notices to HR and upper management
- Composes letters/correspondence for signature, according to established procedures
- Sorts and distributes incoming mail and prepares and reviews outgoing mail for distribution, ensuring that all necessary background material is attached
- Prepares, processes and amends travel expense requests, for both commercial and Port Authority aircraft
- Makes reservations and develops itineraries for staff in both departments
- Responsible for processing travel reimbursement reports, including expense summary report and pertinent documents for back-up pertaining to the original travel request
- Reviews all budget transfers, disposal packets, membership dues, education reimbursement applications, etc. for the department and routes for signatures
- Back-up petty cash custodian
- Procures office and mobile device supplies for the department
- Reconciles P-card purchases according to LCPA policies and procedures
- Maintains the current status of capital expenditures for the department; assist various sections to compile paperwork for approved/funded and mid-year purchases; prepares capital lists for budget submission
- Performs purchasing functions on behalf of the departments, as well as maintenance of the Operations, Safety and Security Budget
- Initiates fund transfers as required to maintain appropriate object code balances as necessary throughout the year
- Schedules and attends various weekly and monthly meetings; takes and distributes notes
- Responsible for working with the emergency manager to track, generate, and submit six What's Up articles for the LCPA newsletter annually; reviews each article, formats, and circulates for approval
- Assists with special department projects and other duties as assigned
- Provides coverage for other administrative support staff as needed
- Contributes to the positive morale of the department and organization
- Maintains clerical record of any/all changes to the Airport Certification Manual and Airport Emergency Plan including electronic file updates. This includes the uploading of accepted FAA updates to the LCPA Intranet site. Receives updates to the Airport Security Plan from the department director and assists with appropriate distribution

GENERAL POSITION DUTIES (cont)

- Assists the Access Control Office with periodic updates, quarterly tenant audits and signatory letters
- Maintains all Operations Instructions (OI's) to include periodic updates using a template. This position maintains and updates the department web page and tenant web page and maintains the access database for the tenant web page
- Acts as a point of contact and assists with the dissemination of "Global" type emails in the event of emergencies, and on behalf of LCPA departments to both LCPA personnel and tenants. Maintains and periodically updates the LCPA Tenant Address List
- Assists with international flights and passengers processing in accordance with the CBP guidelines and assists with queue line management in the terminal when necessary. Assists with OPS Special Events (FOD Walks, Safety Day, etc.)
- Coordinates with vendors and tenants to organize the Part 139.325 FAA required triennial exercise requirements
- Responsible for initiating the fixed asset property control form for new capital purchases
- Assists with "Inspect Detect Report" duties when traversing airport facilities
- Validates Parking tickets per OI-3001
- Performs other duties as assigned

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. Experience with Google Suite required. Must be highly organized and assertive with sound judgment. Requires the ability to work under pressure with a fast turnaround. 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. Must be skilled in working with various types of people with the aptitude to lead. Ability to maintain effective working relationships with all airport departments and tenants.
Ability to make minor decisions within departmental policy to relieve the director and senior managers of administrative, clerical detail. Bending, stooping, and lifting may be required to perform this position.

Training and Experience: Graduation from a college or university is preferred as well as four years of experience in an administrative or management position. An equivalent combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD / GENERAL AVIATION
TIER II

COORDINATOR, PAGE FIELD **NON-EXEMPT 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.

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, Skills and Abilities: 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. A minimum of three years advanced secretarial and clerical experience is required. The ability to type 60 correct words per minute is preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted. Possession of a valid Florida driver's license is required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER III

COORDINATOR, PROGRAMS & RESOURCES **NON-EXEMPT GRADE: 12**

MAJOR FUNCTIONS

This position serves as the administrative support staff member requiring advanced professional, secretarial, and clerical skills in connection with the efficient operation of the Maintenance Department's Programs and Resources sections. The position requires strong communication and organizational skills to provide effective administrative support to an expansive team and requires a significant amount of independent judgment, confidentiality, organization, and work with minimal oversight and direction. Duties include the coordination of efforts and support of the Enterprise Asset Manager, Programs & Resources Manager, Maintenance Contracts Manager, supervisors, and the department's administrative support staff. Work is performed under the supervision of the Programs & Resources Manager.

GENERAL POSITION DUTIES

- Maintains calendar for the Programs & Resources Manager, Enterprise Asset Manager, and Maintenance Contracts Manager; reviews for overlapping meetings, assists with scheduling and preparing for meetings, and sets reminders to follow schedule
- Handles routine matters independently with the knowledge of the overall mission of the department and division
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relays messages and instructions; responsible for accurate correspondence leaving the section
- Monitors and answers phones for the Programs & Resources Manager, Enterprise Asset Manager, and Maintenance Contracts Manager as needed.
- Receives emergency phone calls from individuals notifying issues/problems and subsequently notifies chain of command
- 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, forms, and memorandums for signature according to established procedures
- Reads incoming correspondence and disseminates to the responsible individuals for appropriate action; manages the sections' bulletin boards
- Assists with disposal forms and capital requests on behalf of the section
- Retrieves and distributes incoming mail; prepares and reviews outgoing mail or forms for distribution ensuring that all necessary backup material is attached
- Coordinates with section to complete the Daily Trouble Report and the Aviation Weekly Report
- Responsible for coverage of various functions in the absence of the coordinator, maintenance
- Responsible for accurate file management of sections' records

GENERAL POSITION DUTIES (cont.)

- Prepares and reconciles local and non-local travel for the Programs & Resources and Maintenance Contracts sections and any training or certification for crew members
- Assists with payroll entries as a timekeeper for the Programs & Resources sections, Enterprise Asset Manager, and Maintenance Contracts Manager; updates employees' schedules in Kronos as necessary, adds schedules for new hires, and assists with overall accuracy
- Assists with tracking annual evaluations schedule for sections; follows up with management as appropriate
- Reviews all necessary reference questionnaires for new hires and schedules interviews
- Prepares new hire memorandum and forwards to the coordinator, maintenance for review; reminds manager to complete the new hire, promotional/lateral, or departure checklist
- Assists team members with various needs
- Procures office supplies for sections and orders business cards and name plates as needed
- Requests budget transfers on behalf of the section
- Reconciles P-card purchases according to LCPA policies and procedures; delegate for sections' P-card holders and alternate delegate for various P-card holders in the department; ensures P-card transactions are recorded in the EAMS
- Communicates regularly with vendors and requests invoices; assists potential new vendors in accessing LCPA information; requests sole source letters; assists with requesting certificates of insurance and coordinates with the Risk Department
- Submits invoices to the county
- Performs order revisions to purchase orders in E1 and closes purchase orders as necessary in the EAMS
- Manages/tracks sections' blanket purchase orders
- Reviews/retrieves various reports to monitor status of purchase orders for budget purposes
- Processes invoices in OnBase for Programs & Resources and Maintenance Contracts
- Processes the closeout of fiscal year-end according to organizational procedures
- Prepares tool reimbursement forms for mechanics
- Provides coverage for other administrative support staff and assists other sections as needed
- Contributes to the positive morale of the department and organization

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, and punctuation. Considerable knowledge of department rules, regulations, practices, and procedures. Experience with Google Workspace preferred. Must be able to prepare routine documents and compose business letters and memoranda in the appropriate format. Ability to receive the public with considerable poise, tact, patience, and courtesy. Ability to make minor decisions within the departmental policy and relieve the manager of administrative, clerical detail. Bending, stooping, and lifting may be required to perform this position.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED and three years of advanced administrative or clerical experience required. Associate's degree from a college or university including secretarial courses preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be accepted.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 03/11, 01/13, 10/13, 04/17, 12/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER III

COORDINATOR, PROGRAMS **NON-EXEMPT GRADE: 13**

MAJOR FUNCTION

This professional position is responsible for the developing, forecasting, and reporting requirements of the Maintenance Department's annual operating budget; the design and currency of the Maintenance Department's intranet site; oversees the department's Learning Management Systems (LMS); and tracks and coordinates various aspects of the department's procurement and contract processes. This position requires considerable independent judgment, critical thinking, the ability to build and maintain positive working relationships, and the ability to clearly and effectively communicate. Must be able to work under the direction of the section manager, work closely with each section of the Maintenance Department, and various internal and external stakeholders. Work is performed under the direction of the Programs and Resources manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Responsible for developing the section operating budgets and operational forecasts with input from Maintenance Department personnel.
- Tracks, forecasts, and reconciles the department's utilities budget.
- Prepares and tracks budget transfers.
- Produces spending reports and other reports as requested.
- Ensures that the Maintenance Department's Procurement database is current.
- Responsible for the Maintenance Department's intranet site and ensures that all relevant information is reviewed regularly and updated as necessary.
- Tracks contract terms, contract spending, procurement status, required procurement timelines, contract coordination, and planning, and keeps the appropriate maintenance personnel apprised of statuses and upcoming expiration dates.
- Maintains the Maintenance LMS and ensures LMS training materials are current.
- Ensures Maintenance employees are assigned appropriate LMS courses.
- Creates and disseminates LMS performance reports.
- Notifies Maintenance Department supervisors and managers of potential LMS course non-compliance.
- May assist or provide coverage for other administrative support staff as needed
- Contributes to the positive morale of the department and organization

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must have a thorough knowledge of budgeting and accounting principles, forecasting and planning principles, teaching and learning techniques, and reading and understanding contracts. Ability to understand and carry out written and oral instructions.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): Ability to establish an effective working relationship with employees, customers, and the public. Ability to prepare reports and keep accurate records. A strong understanding of personal computers and software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and a minimum of three years of experience in facilities, maintenance, budgeting, accounting, and/or airport operations required. Graduation from an accredited four-year college or university with a degree in business management, computer information systems, or a related field preferred. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER III

COORDINATOR, SYSTEMS & TERMINAL **NON-EXEMPT GRADE: 12**

MAJOR FUNCTIONS

This position serves as the administrative support staff member requiring advanced professional, secretarial, and clerical skills in connection with the efficient operation of the Maintenance Department's Systems and Terminal sections. The position requires strong communication and organizational skills to provide effective administrative support to an expansive team and requires a significant amount of independent judgment, confidentiality, organization, and work with minimal oversight and direction. Duties include the coordination efforts between the senior manager, section managers, supervisors, crew chiefs, and the department's administrative support staff. Work is performed under the supervision of the Systems manager and Terminal manager.

GENERAL POSITION DUTIES

- Maintains calendars for the Systems manager and Terminal manager; reviews for overlapping meetings, assists with scheduling and preparing for meetings, and sets reminders to follow schedule
- Updates calendar information on sections' TV dashboard
- Handles routine matters independently with knowledge of the overall mission of the department and division
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relays messages and instructions; responsible for accurate correspondence leaving the section
- Monitors and answers phones for Systems and Terminal leadership teams
- Receives emergency phone calls from individuals notifying issues/problems and subsequently notifies chain of command
- Routes more technical matters to the proper staff for consideration; however, independently answers routine inquiries that do not involve technical knowledge.
- Provides escorts to visitors attending on-airport meetings, if necessary
- Composes letters, correspondence, forms, and memoranda for signature according to established procedures.
- Reads incoming correspondence and disseminates to the responsible individuals for appropriate action; manages sections' bulletin boards
- Assists with disposal forms and capital requests on behalf of the sections
- Retrieves and distributes incoming mail; prepares and reviews outgoing mail or forms for distribution ensuring that all necessary background material is attached
- Coordinates with sections to complete the Daily Trouble Report and the Aviation Weekly Report
- Responsible for accurate file management of sections' records

GENERAL POSITION DUTIES (cont.)

- Prepares and reconciles local and non-local travel for the sections and any training or certification for crew members
- Assists with complex payroll entries as a timekeeper for the Systems and Terminal sections; updates employees' schedules in Kronos as necessary, adds schedules for new hires, and assists with overall accuracy
- Assists with tracking annual evaluation schedules for sections; follows up with management as appropriate
- Reviews all necessary reference questionnaires for new hires and schedules interviews
- Prepares new hire memorandum and forwards to the coordinator, maintenance for review; reminds managers to complete the new hire, promotional/lateral, or departure checklists
- Assists team members with various needs
- Procures office supplies for sections and orders business cards as needed
- Requests budget transfers on behalf of the sections
- Reconciles P-card purchases according to LCPA policies and procedures; delegate for sections' P-card holders and alternate delegate for various P-card holders in the department
- Communicates regularly with vendors and requests invoices; assists potential new vendors in accessing LCPA information; requests sole source letters; assists with requesting certificates of insurance and coordinates with the Risk Department
- Submits invoices to the county
- Enters/approves purchase requisitions in Maximo
- Performs order revisions to purchase orders in E1 and closes purchase orders as necessary
- Reviews, approves, and receives orders in Maximo
- Manages/tracks sections' blanket purchase orders and P-card spending
- Reviews/retrieves various reports to monitor status of purchase orders for budget purposes
- Processes invoices in OnBase
- Processes the closeout of fiscal year-end according to organizational procedures
- Renews scales certificates annually for Terminal Maintenance
- Provides coverage for other administrative support staff and assists other sections as needed
- Contributes to the positive morale of the department and organization

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of business English, spelling, and punctuation. Considerable knowledge of department rules, regulations, practices, and procedures. Experience with Google Workspace preferred. Must be able to prepare routine documents and compose business letters and memoranda in the appropriate format. Ability to receive the public with considerable poise, tact, patience, and courtesy. Ability to make minor decisions within the departmental policy and relieve the managers of administrative, clerical detail. Bending, stooping, and lifting may be required to perform this position.

Training and Experience: High school diploma/GED and three years of advanced administrative or clerical experience required.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience (cont.): Associate's degree from a college or university including secretarial courses preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be accepted.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 03/11, 10/13, 12/14, 05/19, 12/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

CREW CHIEF, AIRFIELD **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This is a highly responsible lead position tasked with directing the overall maintenance and repair of airport buildings, facilities, structures and systems. This position leads skilled personnel in the installation, preventive maintenance, predictive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment using hand tools, power tools, and various measuring and testing instruments. This position monitors and coordinates work with all personnel on their team designated by the Airfield Maintenance Supervisor and will provide performance-based feedback to the supervisor for personnel evaluations. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This individual will also work with the Enterprise Asset Management System (EAMS) to ensure LCPA standards are followed. Work is performed with minimal oversight under the direct supervision of the Airfield Maintenance Supervisor and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 20% administrative functions and 80% field operations.
- Oversees the maintenance and repair of the airfield, 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 part 139 standards. Ensures FAA AC compliance.
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical systems. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Performs maintenance and repair of HVAC equipment.
- Ensures work is being completed safely in accordance with internal OIs and industry best management practices.
- Ensures compliance with our personnel policy and procedure manual. Completes work to all LCPA standards, maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in the EAMS.
- Completes all assigned safety and training classes in a timely manner.

GENERAL POSITION DUTIES (cont.)

- Assists with training and instructing less experienced team members required to monitor and/or maintain related equipment and systems.
- Initiates corrective action in coordination with their supervisor when expectations are not met.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include, but is not limited to, HVAC, electrical, plumbing, carpentry, painting, or general construction. 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. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to complete basic data entry tasks in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of one year of leadership or supervisory experience; and, three years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or related field required. Associate's degree in facilities management, engineering, construction management or administration, aviation management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required; CDL Class A preferred. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 10/13, 05/14, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
TIER I

CREW CHIEF, AIRFIELD PAGE FIELD **NON-EXEMPT 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

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01/15, 08/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
TIER I

CREW CHIEF, AIRPORT MAINTENANCE **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This skilled position operates under the direct supervision of the maintenance supervisor. This position leads and assists a crew responsible for preventive maintenance, corrective maintenance, troubleshooting, and repair of building systems, roadways, roadway lighting, signage, HVAC, security systems, aircraft fueling components and other airport-related infrastructure and systems, as required or directed. Position fosters a "Safety First" work environment at all times while carrying out the goals and objectives of the department.

GENERAL POSITION DUTIES

The crew chief is responsible for reviewing and inspecting ongoing and completed work to ensure compliance with instructions and the operational functionality of repaired or installed equipment. They have overall accountability for the successful completion of the crews' tasks. Additionally, they provide supervisory oversight, control, and training to subordinates, supporting the maintenance supervisor and manager in evaluating employee performance. The crew chief evaluates projects, provides input, and generates parts lists and material orders as necessary. They also oversee and coordinate work with external contractors. Prompt communication with the maintenance supervisor regarding any developing or existing problems is essential. In the absence of the maintenance supervisor, the crew chief must be capable of assuming their responsibilities. Furthermore, the crew chief must have a comprehensive understanding of and adhere to the LCPA Personnel Policies & Procedures at all times and build relationships with other LCPA departments and airport tenants.

The crew chief carries out any additional tasks as necessary or instructed, including performing maintenance tasks alongside crew members or independently. They should be capable of collaborating and communicating effectively with other departments and organizations. The crew chief possesses a comprehensive understanding of current safety practices and security procedures. They utilize a variety of specialized tools, power equipment, diagnostic equipment, meters, and other testing devices as needed to complete their work.

Assigns preventive and corrective maintenance tasks to staff utilizing the department's computerized maintenance management system (CMMS) and verifies that all tasks are documented and recorded properly per established best practices.
The crew chief must have the flexibility to work various shifts, including weekends, holidays and be available for emergency situations. They will also be part of an “on-call” rotation schedule and must

attend educational workshops and seminars, which may be held locally or require travel out of town.

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

KNOWLEDGE SKILLS & ABILITIES

Extensive knowledge and experience in maintaining building systems, electrical systems, and airfield trades, including familiarity with common practices, methods, materials, and tools used in these areas. Must be proficient in following both written and oral instructions.

Must have leadership ability to train and supervise others effectively, ensuring the safe maintenance and repair of airport systems and infrastructure. Awareness of occupational hazards and the ability to implement safety precautions related to the trades.

Proficiency in reading, interpreting, and working from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Skilled in repairing and maintaining various equipment associated with the trades.

The ability to maintain accurate records and complete necessary paperwork as required. Excellent communication skills, including the ability to use two-way radios, phones, and electronic mail effectively.

Physical ability to climb ladders, work at elevated heights, lift weights up to 50 lbs., and bend as required. Must be able to perform manual labor under adverse weather conditions.

TRAINING AND EXPERIENCE

High school diploma or GED in general studies or related field is required. A minimum of five years of work experience in industrial maintenance, general maintenance, electrical, mechanical, or general construction is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Computer literate with experience in Google applications is preferred.

Must become movement area certified within six months of hire.

LICENSES AND CERTIFICATIONS

Possession of valid Florida driver's license required. Florida Commercial driver license (CDL) is preferred. Certificate of completion in AAAE’s Airport Certified Employee (ACE) Airfield Lighting Maintenance Program is preferred and required within 36 months of hire.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/23, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

CREW CHIEF, GROUNDS **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This is a highly responsible position tasked with directing the overall maintenance and repair of landscaping operations at the Southwest Florida International Airport, including but not limited to, all landscaping, mowing, irrigation, planting, lakes, ditches, weeds, pest control, trash control and airfield mowing. This position monitors and coordinates work with all personnel on their team designated by the Grounds Maintenance Supervisor and will provide performance-based feedback to the supervisor for personnel evaluations. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This individual will also work with the Enterprise Asset Management System (EAMS) to ensure LCPA standards are followed. Must be able to work under the direction of the section supervisor or manager with minimal oversight. Work is performed under the direct supervision of the Grounds Maintenance Supervisor or Airfield and Grounds Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 20% administrative functions and 80% field operations.
- Plan and coordinate the operation of maintenance, repairs, and related projects of airport grounds with the Grounds Maintenance Supervisor.
- Make periodic inspections and oversee 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.
- Monitor and coordinate the performance and compliance of outside contract services, including periodic inspections and submitting written reports of the same
- Review specifications, sketches, and blueprints for new landscapes and proposed renovation activities for the airport for compliance with all applicable laws and construction codes and Port Authority standards. Estimate time and materials for landscape projects; assist Grounds Maintenance Supervisor with planning projects. Assign work and follow the progress of work through the completion of tasks.
- Ensures work is being completed safely in accordance with internal OIs and industry best management practices.
- Ensures compliance with our personnel policy and procedure manual. Completes work to all LCPA standards, maintains facilities in a “like new” condition.
- Control and maintain departmental purchasing for all supplies and materials required in the performance of landscaping projects as needed
- Ensures all time and material is recorded accurately in the EAMS.
- Completes all assigned safety and training classes in a timely manner.

GENERAL POSITION DUTIES (cont.)

- Assists with training and instructing less experienced team members required to monitor and/or maintain related equipment and systems.
- Initiates corrective action in coordination with their supervisor when expectations are not met.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of materials and methods commonly used for landscaping activities, particularly as related to airports. Skilled with various tools and equipment for the operation of landscaping tasks. Knowledge of light/heavy equipment used in landscaping, large mowing equipment, and construction-type equipment. 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 plan and execute a safe MOT area using FDOT design book standards. Knowledge of safe boating skills as required to perform aquatic pest control operations. Swimming skills and knowledge of watercraft flotation devices are essential. Ability to communicate with the Air Traffic Control Tower and safely navigate the Movement Area. Ability to work in all-weather climates and perform manual labor occasionally under adverse weather conditions. Ability to maintain accurate records and paperwork, as required. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to complete basic data entry tasks in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of one year of leadership or supervisory experience; and, three years of experience in facilities, grounds maintenance, and equipment operation required. Associate's degree in facilities management, engineering, construction management or administration, aviation management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required; CDL Class A preferred. Advanced temporary traffic control (TTC) required within one year of employment. Limited Lawn & Ornamental Pesticide License required within 90 days of employment.

MINIMUM QUALIFICATIONS (cont.)

Licenses and Certificates (cont.): Possession of a Restricted Pesticide applicator's License with Aquatic, Right-of-Way, Natural Areas, and Public Health categories and I.S.A. Arborist Certification is preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 10/13, 10/15, 03/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

CREW CHIEF, SYSTEMS **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This is a highly responsible and skilled position tasked with directing and supporting the systems crew with maintaining the public address system, Cernium exit sentry, UPS, CCTV, security, building automation, jet bridge ground power units, locksmithing, electrical systems, and other various equipment and systems. 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 will advise and notify the supervisor of developing or existing problems and possible solutions, assist with the evaluations of the technicians, and attend meetings as necessary. This position monitors and coordinates work with all personnel on their team designated by the Systems Maintenance Supervisor and will provide performance-based feedback to the supervisor for personnel evaluations. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This individual will also work with the Enterprise Asset Management System (EAMS) to ensure LCPA standards are followed. Must be able to work under the direction of the section supervisor or manager with minimal oversight. Work is performed under the direct supervision of the Systems Maintenance Supervisor and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 20% administrative functions and 80% overseeing field operations.
- Assist the Systems Maintenance Supervisor with training programs related to the overall improvement of the Systems Maintenance section.
- Thorough knowledge of applicable safety practices, FAR Part 139, and general knowledge as per NFPA 70, 72 and 80 and the NEC (Article 100)
- Assist the Systems team in project improvement developments.
- Ensure that monthly PM’s and corrective maintenance are completed.
- Ensure that pertinent safety precautions and practices are adhered by the team.
- Provide accurate records of work orders, purchase requests, Systems informational spreadsheets, equipment repair logs and equipment asset logs.
- Provide technical assistance to other LCPA sections when requested.
- Ensure compliance with our personnel policy and procedure manual.
- Completes work to all LCPA standards, maintenance facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in our EAMS.
- Completes all assigned safety and training classes in a timely manner.
- Build and maintain positive working relationships.
- Ensures strict compliance with all LCPA OIs.
- Assists with training and instructing less experienced team members required to monitor and/or maintain related equipment and systems.

GENERAL POSITION DUTIES (cont.)

- Initiates corrective action in coordination with their supervisor when expectations are not met.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable technical 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 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. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to complete basic data entry tasks in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of one year of leadership or supervisory experience; and, three years of experience in the maintenance and/or electrical field, preferably as an electrician's helper required. Experience in the repair of airport support systems, including fire and sprinkler systems, IED paging system, ground power units, uninterrupted power supplies, building automation, access control (Lenel Security System), duress systems, and other related equipment preferred. Associate's degree in electronics or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of valid Florida driver's license required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

2/17, 6/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

CREW CHIEF, TERMINAL **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This is a highly responsible lead position tasked with directing the overall maintenance and repair of airport buildings, facilities, structures and systems. This position oversees skilled personnel in the installation, preventive maintenance, predictive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment using hand tools, power tools, and various measuring and testing instruments. This position monitors and coordinates work with all personnel on their team designated by the Terminal Maintenance Supervisor and will provide performance-based feedback to the supervisor for personnel evaluations. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This individual will also work with the Enterprise Asset Management System (EAMS) to ensure LCPA standards are followed. Must be able to work under the direction of the section supervisor or manager with minimal oversight. Work is performed under the direct supervision of the Terminal Maintenance Supervisor and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 20% administrative functions and 80% overseeing field operations.
- 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, PLCs, variable 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 (AHUs), various pumps, and HVAC equipment, including adjustments and calibration of parts and components.
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical systems. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Performs maintenance and repair of HVAC equipment.
- Ensures work is being completed safely in accordance with internal OIs and industry best management practices.
- Ensures compliance with our personnel policy and procedure manual. Completes work to all LCPA standards, maintains facilities in a “like new” condition.

GENERAL POSITION DUTIES (cont.)

- Ensures all time and material is recorded accurately in our EAMS.
- Completes all assigned safety and training classes in a timely manner.
- Assists with training and instructing less experienced team members required to monitor and/or maintain related equipment and systems.
- Initiates corrective action in coordination with their supervisor when expectations are not met.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include but is not limited to HVAC, electrical, plumbing, carpentry, painting, or general construction. 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. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to complete basic data entry tasks in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of one year of leadership or supervisory experience; and, three years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or related field required. Associate's degree in facilities management, engineering, construction management or administration, aviation management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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09/04, 03/11, 10/13. 06/18, 06/22, 10/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER II

CRIMINAL INTELLIGENCE ANALYST **NON-EXEMPT GRADE: 18**

MAJOR FUNCTION

This position will require advanced work where the employee has personal responsibility for clerical duties in connection with the operation of a complex office. Intelligence Analysts analyze information, provide judgments and make recommendations to support decision makers to take action to mitigate all threats. Will routinely liaison with other agencies and intelligence fusion centers. Will gather, analyze, organize and present relevant information to key stakeholders and leadership. Position reports to the chief of police or designee.

GENERAL POSITION DUTIES

Intelligence Analysts break down information into key components and contribute to plans of action to understand, mitigate and neutralize threats. This position requires considerable self-motivation and ability to multi-task in a variety of areas of responsibility.

This analyst will have a focus in the area of terrorism, while still being responsible for other areas of crime affecting the Lee County Port Authority. The following are general activities an Intelligence Analyst will perform:

- Identify threats and provide decision makers with the information they need to combat those threats through intelligence analysis collected from various sources. From there, develop assessments based on all available information.

- Facilitate information sharing by developing relationships, forming networks and partnering with international, national, state, and local contacts in the intelligence and law enforcement communities.

- Prepares routine crime trend reports.

- Assist the investigators, analyze data to identify trends and patterns, conduct computer inquiries, retrieve and disseminate information, review case reports, run NCIC/FCIC, prepare BOLO's, prepare and disseminate intelligence reports, and maintain databases.

- Prepares for and delivers briefings and presentations on specific subjects related to crime or terrorism to co-workers, stakeholders and senior leaders.

- Able to use a variety of systems, programs and databases related to the collection, sharing and dissemination of information.

- Will work on special projects and perform other duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Must be able to perform the general duties stated above. Must have the ability to communicate effectively. 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 ability to handle confidential matters. Must be able to effectively present information to a group. Must be familiar with government and proprietary software and databases such as; NCIC, LexisNexis, Analyst Notebook, CLEAR, IRIS, TRACS, EPIC, etc. Be a citizen of the United States. Must possess a valid driver's license and a high school diploma. Must undergo and pass a background and competency investigation, psychological exam, drug screening, and potentially a polygraph screening in order to receive a security clearance.

Training and Experience: Must have three years of experience in an analyst position working for the United States Department of Defense, a local, state or federal agency and have completed a training course related to intelligence analyst such as the advanced analyst course (FLEAA - FDLE) or equivalent. Five years of experience may be substituted if candidate has not attended an official analyst course. A four-year degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, mathematics, statistics or business administration or similar is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/21, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

CUSTOMER CARE ASSOCIATE, PT **GRADE: 6**
NON-EXEMPT

MAJOR FUNCTION

Assist the terminal operations team in enhancing the overall guest experience at Southwest Florida International Airport. This is accomplished by welcoming our guests, anticipating and responding to their needs and ensuring a safe and efficient terminal experience while they travel through our airport.

GENERAL POSITION DUTIES

- Assist at the security checkpoints by 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 Port Authority's lost & found program when needed as directed by the terminal operations manager.
- Conduct terminal and concession inspections and report any discrepancies to the appropriate department for correction through the work order process or direct communication if urgent.
- Ensures compliance with various customer service initiatives.
- Assist passengers with navigating the terminal facility, as well as answer any general airport-related questions.
- Facilitate professional assistance to airport customers in need of police or medical aid. Assist with any terminal related projects as needed.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Successful candidates should demonstrate a high degree of customer service skills with external and internal customers including the ability to professionally respond to various questions and situations under stressful conditions and make sound decisions. 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 to promote a professional image of the department. The ability to speak another language is desirable. Be able to multitask and deal with a variety of challenges in a busy, noisy work area. Possess a high degree of common sense. Candidates will be required to stand and walk for sustained periods of time.

This position does not qualify for remote work.

Training and Experience: Must be 18 years of age or older and possess a valid Florida driver license. A high school diploma or GED are required. Two years of aviation and/or customer service experience preferred. Must pass a drug screening and the TSA and U.S. Customs & Border Protection criminal history background checks to obtain airport badge and Customs seal.

EMERGENCY RESPONSE ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/22, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier II

CUSTOMER SERVICE AGENT **NON-EXEMPT GRADE: 8**

MAJOR FUNCTION

A Customer Service Agent with Base Operations at Page Field, Lee County Port Authority, is trained to perform a variety of customer-oriented tasks coordinating services for private and business aircraft at Page Field. This position receives direction from the Shift Lead, Customer Service Supervisor, Line Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is an entry level position with the expectation to progress to Customer Service Specialist.

GENERAL POSITION DUTIES

- Communicates effectively 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, 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 customer's 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.
- May occasionally be requested to assist line service staff with aircraft related duties.
- Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- 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.
- 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.
- Ability to apply common sense understanding to carry our 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.
- Must meet the physical ability requirements to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- Ability to perform job duties while occasionally being exposed to fumes or airborne particles, a high noise environment and outdoor weather conditions.
- 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.
- Must have basic working knowledge of personal computers.

TRAINING AND EXPERIENCE

High school diploma or general education degree (GED) is required. A minimum of one year work experience in related aviation or customer service experience preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

LICENSES AND CERTIFICATIONS

- Possession of valid Florida driver's license is required.
- 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

ADA COMPLIANCE

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Work Environment

- Tasks are performed with intermittent exposure to adverse weather and elevated noise conditions

Physical Requirements

- Medium - Physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 50 pounds

8/19, 11/23, 06/25

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier II

CUSTOMER SERVICE SPECIALIST **NON-EXEMPT GRADE: 9**

MAJOR FUNCTION

A Customer Service Specialist with Base Operations at Page Field, Lee County Port Authority, is trained to perform a variety of customer-oriented tasks while leading a team of Customer Service Agents coordinating services for private and business aircraft at Page Field. This position receives direction from the Shift Lead, Customer Service Supervisor, Line Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is a foundational position within the aviation industry.

GENERAL POSITION DUTIES

Performs all essential duties and responsibilities of a Customer Service Agent in addition to the following duties:

- Serves as a role model to employees demonstrating positive interpersonal skills.
- Accurately assists with full retail inventory bi-annually.
- Maintains currency of all Operations Instructions.
- Assist in orientation, training and development of new employees.
- When necessary, assist line service staff with aircraft arrivals & departures after completion of Marshaling and Hand Signal training.
- Assisting the supervisor with reports and industry specific special projects.
- Assists with procurement of various supplies and inventory control for customer amenities and janitorial supplies.
- Submits recommendations designed to improve efficiency, including action plans.
- Interacts directly with vendor representatives for Base Operations & Page Field services.
- May be responsible for the management and operations of Base Ops Exchange retail shop, including ordering, receiving, pricing, stocking and inventory of all retail merchandise.

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.

Failure to maintain position standards & qualifications may result in reclassification to previous job title and pay grade.

KNOWLEDGE, SKILLS & ABILITIES

- 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.
- 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.
- 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.
- Must meet the physical ability requirements to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- Ability to perform job duties while occasionally being exposed to fumes or airborne particles, a high noise environment and outdoor weather conditions.
- Must have been NATA Safety 1st certified for a minimum of one year.
- Must have one full year of consecutive service as a Customer Service Agent without a safety or service incident.
- Must maintain an above average annual performance evaluation & exemplary attendance record.
- Successful completion of Authority approved advanced 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 marshaling & hand signal training including NATA Safety 1st practical exams.
- Must have a strong working knowledge of general aviation aircraft types as well as understanding of all aviation fuels.
- Must possess excellent 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 have a full working knowledge of daily operations at Base Operations and Page Field.
- Must have a full working knowledge of Base Operations & Page Field Operations Instructions.
- Must practice a high level of confidentiality.
- 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.

TRAINING AND EXPERIENCE

High school diploma or general education degree (GED) is required. A minimum of one year work experience as a Customer Service Agent is required.

LICENSES AND CERTIFICATIONS

- Possession of valid Florida driver's license is required.
- 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

4/19, 11/23

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.

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.

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
CONTRACT MANAGEMENT DEPARTMENT
TIER I

DIRECTOR, CONTRACT MANAGEMENT **EXEMPT GRADE: 29**

MAJOR FUNCTIONS

Develops and provides administrative oversight on the primary aviation division contracted service agreements in accordance with applicable policies, procedures, and regulations. Serves as subject matter expert in contract compliance requirements and financial oversight. Maintains highly productive and proactive working relationships with the various contract managers and staff throughout the aviation division, contract service providers, and external stakeholders. Duties are performed independently under the general direction of the aviation division director.

GENERAL POSITION DUTIES

Responsible for administrative oversight of various contract service agreements for the aviation division, including but not limited to janitorial services, parking lot operator, on-call general contractor services, escalators and elevator maintenance, chiller system services, interior landscaping and other maintenance, service, and contract staffing resource and support contracts as assigned.

Develops detailed service standards and specifications for building cleaning services, facility service contracts, and other maintenance and service contracts as assigned, utilizing direct input and feedback from contract management staff/resources.

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 in relation to the approved budget.

Coordinates contract adjustments, contract service requests, and supplemental tasks, as coordinated with the various contract managers and staff, to meet anticipated and unanticipated needs and organizational goals for facility maintenance and improvements.

Assists various staff with overseeing contract provider work plans, projects, schedules, and personnel/material utilization in accordance with language stipulated in to promote high levels of productivity while maintaining operational and financial flexibility for the Port Authority.

Assists various 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.

Coordinates and collaborates with peers in the aviation and other Port Authority divisions 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.

Prepares comprehensive requests for proposals/bids to provide a variety of professional, service

and operational contract services for the Port Authority, including developing project scope, technical specifications, staffing, wage ranges, and procedural requirements.

Participates in the development of the aviation division operating, project and capital budgets, and monitors adherence to the approved appropriation throughout the funding year.

Represents the Lee County Port Authority when dealing with other agencies, industry associations, and private enterprise. Requires travel to business meetings, conferences, and hearings on behalf of the Port Authority.

Completes special projects as assigned, assists in the planning and development of departmental policies and procedures, and establishing the department's mission, goals and objectives. Other duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Must have working knowledge of airport operations and management, FAA and TSA regulations, safety and operational guidelines. Must have excellent communications, customer service, 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, analyze, and interpret 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Highly effective written communications skills are required in order to prepare comprehensive and complex technical specifications, scope of services, and contract service solicitation documents.

Training and Experience: An Associate's or Bachelor's degree from a college or university is preferred. Five (5) or more years of airport related experience is preferred. 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.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
CONTRACT MANAGEMENT DEPARTMENT
TIER I

DIRECTOR, CONTRACT MANAGEMENT **EXEMPT GRADE: 29**

MAJOR FUNCTIONS

Develops and provides administrative oversight on the primary aviation division contracted service agreements in accordance with applicable policies, procedures, and regulations. Serves as subject matter expert in contract compliance requirements and financial oversight. Maintains highly productive and proactive working relationships with the various contract managers and staff throughout the aviation division, contract service providers, and external stakeholders. Duties are performed independently under the general direction of the aviation division director.

GENERAL POSITION DUTIES

Responsible for administrative oversight of various contract service agreements for the aviation division, including but not limited to janitorial services, parking lot operator, on-call general contractor services, escalators and elevator maintenance, chiller system services, interior landscaping and other maintenance, service, and contract staffing resource and support contracts as assigned.

Develops detailed service standards and specifications for building cleaning services, facility service contracts, and other maintenance and service contracts as assigned, utilizing direct input and feedback from contract management staff/resources.

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 in relation to the approved budget.

Coordinates contract adjustments, contract service requests, and supplemental tasks, as coordinated with the various contract managers and staff, to meet anticipated and unanticipated needs and organizational goals for facility maintenance and improvements.

Assists various staff with overseeing contract provider work plans, projects, schedules, and personnel/material utilization in accordance with language stipulated in to promote high levels of productivity while maintaining operational and financial flexibility for the Port Authority.

Assists various 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.

Coordinates and collaborates with peers in the aviation and other Port Authority divisions 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.

Prepares comprehensive requests for proposals/bids to provide a variety of professional, service

and operational contract services for the Port Authority, including developing project scope, technical specifications, staffing, wage ranges, and procedural requirements.

Participates in the development of the aviation division operating, project and capital budgets, and monitors adherence to the approved appropriation throughout the funding year.

Represents the Lee County Port Authority when dealing with other agencies, industry associations, and private enterprise. Requires travel to business meetings, conferences, and hearings on behalf of the Port Authority.

Completes special projects as assigned, assists in the planning and development of departmental policies and procedures, and establishing the department's mission, goals and objectives. Other duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Must have working knowledge of airport operations and management, FAA and TSA regulations, safety and operational guidelines. Must have excellent communications, customer service, 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, analyze, and interpret 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 define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Highly effective written communications skills are required in order to prepare comprehensive and complex technical specifications, scope of services, and contract service solicitation documents.

Training and Experience: An Associate's or Bachelor's degree from a college or university is preferred. Five (5) or more years of airport related experience is preferred. 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.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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.

08/04, 02/11, 10/13, 07/19

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.

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.

09/03, 02/11, 10/13

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

DIRECTOR, MAINTENANCE **EXEMPT 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. This position must possess the ability to coordinate and supervise the daily function of the airport's Maintenance Department consisting of over 100 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.

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.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: High school diploma/GED and seven years of 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 required. Bachelor's degree from an accredited four-year college or university in Business Administration, Airport Management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. AAAE Accreditations or certifications (AAE, CM, ACE), IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/06, 03/11, 10/13, 01/14, 10/15, 12/23

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION

DEPUTY EXECUTIVE DIRECTOR - CHIEF DEVELOPMENT OFFICER (CDO) **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 Senior Deputy Executive Director – Development – Capital Programs and Strategic Planning and the Executive Director. Manages the daily operations and administratively responsible for all duties performed by the Development Division focusing on keeping projects on schedule, under budget and effectively coordinating projects with all affected parties. 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 (including DBE), Engineering/Construction, and Development Services (Contracts, GIS, tenant improvements).

This will include, but not be limited to, coordination of each project with other Port Authority Divisions and Departments, coordination and direction to project consultants/contractors, establishment of project budgets, coordination of design reviews, construction coordination, and other duties deemed necessary to accomplish Division goals. This position will lead the construction phase of all capital projects, with assistance and input from the Senior Deputy Executive Director – Development – Capital Programs and Strategic Planning and the Executive Director.

GENERAL POSITION DUTIES

Directs and oversees the daily operations of the Development Division. Directs and implements all phases of Port Authority projects, 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 contractors. Reports and maintains accurate budgets, monitors and controls project and department budgets. Directs staff assignments and duties of individual but distinctly cooperative programs which each make up a critical component of a successful project. Constantly reviews and provides recommended changes to Port Authority procedures and policies to provide better management and tracking of projects.

This position requires the employee to be on-call 24 hours a day. Performs other duties as assigned. This position is responsible for responding to emergencies related to project or environmental events, and respond to other emergencies at the request of the Executive Director for a specific event.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of airport development and construction programs. 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 Engineering, Project Management, Construction Management, Communications, Architecture or related field and a minimum of 8 to 10 years' experience in managing large construction projects. Any combination of education and experience which demonstrates ability to perform duties effectively, may be substituted. Accredited Airport Executive preferred. Possession of a valid Florida driver's license.

4/09, 01/14, 03/22, 10/22

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION

DEPUTY EXECUTIVE DIRECTOR, ADMINISTRATION, CFO 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.

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, 03/22

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION

DEPUTY EXECUTIVE DIRECTOR, DEVELOPMENT, CDO 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.

4/09, 01/14, 03/22

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
TIER I

DEPUTY EXECUTIVE DIRECTOR – COO, AVIATION **EXEMPT GRADE: 33**

MAJOR FUNCTION

This is an executive leadership role responsible for directing all aspects of the Lee County Port Authority Aviation Division. Serving 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 the Aviation Division, as well as overall airport 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 including airport operations with airside, landside/ground transportation and terminal; the Airport Operations Control Center; emergency management and airport security; airport maintenance; the Airport Police Department; the Aircraft Rescue & Fire Fighting Department; contract management; and the Port Authority's general aviation airport, Page Field, and authority owned and operated FBO, Base Operations at Page Field. The position of Deputy Executive Director of Aviation coordinates and works in concert with the Senior Deputy Executive Director Capital Programs & Strategic Planning, the Deputy Executive Directors of both the Administration and Development divisions, as well as the Chief Communications & Marketing Officer and Chief Human Resources Officer.

GENERAL POSITION DUTIES

- Implements executive policies and directives, delegation of authority and coordination for all airport aviation activities
- Oversees budgetary operations, standard operating policies and procedures, community involvement as it relates to airport operations 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 such as public complaints, contract compliance matters, airport operations, airport security, facility status 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
- Oversees staff assignments and duties of individual, but distinctly cooperative programs, which each make up a critical component of the airports' aviation operations
- Ensures delivery of appropriate aviation services to business and corporate aviation customers utilizing industry knowledge, trends, as well as forecasting and participation in aviation industry organizations
- 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 by monitoring and controlling division budget
- Responds to evolving security procedures

- Develops future airport leaders and keeps current ones engaged
- 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, Skills and Abilities:

- Considerable knowledge of airport operations, maintenance, security, safety, 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 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 manage 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 required, master's degree preferred.
- Minimum of seven years of recent experience in a senior management level role in the management, administration and operations of an airport, a commercial air carrier, or general aviation airport facility with increasing responsibility.
- Possession of a valid Florida driver's license is required within 30 days of hire.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

DIRECTOR, OPERATIONS

GRADE: 29
EXEMPT

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-demand taxicab 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 airports 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, Skills, and Abilities: 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, 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.

Emergency Response/Recovery Activities

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

3/04, 01/14, 01/15, 05/15, 01/20, 12/23, 03/24

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.

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, Publics 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
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.

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
TIER I

DIRECTOR, ENGINEERING AND CONSTRUCTION **EXEMPT GRADE: 29**

MAJOR FUNCTION

This is a senior management role responsible for overseeing all aspects of the Engineering and Construction Department for the Lee County Port Authority, including the Southwest Florida International Airport and Page Field General Aviation Airport. The role ensures projects are completed on schedule, within budget, and fully coordinated. Strong communication skills and extensive experience managing varied sizes of capital projects (combined values exceeding hundreds of millions) involving multi-disciplinary architectural, engineering, and construction elements are essential.

The position involves extensive coordination with consultants, contractors, staff, other Port Authority divisions, and regulatory agencies such as Florida Department of Transportation (FDOT), Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and other state and local agencies. This role provides leadership for all projects within the Engineering and Construction Department, serves as a communication link with Port Authority directors, managers and staff, and provides recommendations to the Port Authority's executive staff. This position is supported by other areas of the Development Division, including Governmental Affairs and Grants, Planning and Environmental Compliance, Development Services, as well as other departments including Maintenance, Operations, and Finance. This position reports to the Deputy Executive Director, Development.

POSITION DUTIES

- Manages projects involving multi-disciplined architectural, engineering, and construction elements (combined values estimated values exceeding hundreds of millions)
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership skills
- Manages staff and consultants providing architectural, engineering, and construction expertise to support the preparation of total project budgets, cost estimates, special studies/reports, justification statements for proposed work, and assumptions for project scopes within the Capital Improvement Plan to ensure alignment with Port Authority objectives
- Works with LCPA Operations to ensure all development complies with operational and regulatory requirements, rules, regulations and laws, including FAA regulations, building codes and safety regulations
- Organizes and plans activities, anticipating needs, forecasting results, analyzing and organizing work processes and procedures, and delegates assignments
- Manages and facilitates design, construction supervision and implementation of all projects and plans relevant to the Airport and within procurement requirements and established schedules and budgets
- Manages development and maintenance of budget profiles, schedules, project estimates, cash flow projections, and project documentation for planned and completed construction work
- Responsible for assisting with the development of the five-year FAA Airport Capital Improvement Plan (ACIP), in order to meet all FAA requirements, AIP grants, PFC funds and overall grant assurances
- Directs the development of negotiating strategies, parameters, pricing and terms for construction projects

- Monitors projects in progress to identify problems, issues and potential risks and acts to mitigate any trouble
- Hires, appraises, supervises, delegates and reviews work of employees. Evaluates staff performance, coaches and counsels staff and recommends and approves training
- Collaborates with and is the Airport Authority's liaison to airlines, airport tenants, governmental agencies, consultants and the FAA.
- Facilitates clear understanding of the scope and objectives of assigned projects to senior and junior engineer staff
- Engages in proactive collaboration with stakeholders to secure necessary expertise or address specific project needs
- Promotes project excellence by ensuring the delivery of consistent, high-quality results from professional consultants and contractors
- Oversees construction contractor and consultant contract negotiations
- Participates in 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
- Prepares, negotiates, implements and enforces various types of contracts: engineering/architectural design, construction administration, construction engineering inspection, and construction management related services
- Recommends procedural and personnel changes to executive staff aimed at improving project coordination, communication, and balancing of workload
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Extensive experience in managing professional service contracts, hard bid construction contracts, and staff
- Strong independence, excellent communication, expertise in construction knowledge, and proficient negotiation and leadership abilities are crucial
- General knowledge of engineering principles, professional services contracts, construction administration, construction engineering inspection, and construction management principles, and other project development concepts and techniques
- General knowledge of construction project delivery methods and contracting mechanisms
- General knowledge of project management systems for construction
- General knowledge of the principles and practices of airport planning, design and construction, including contract management
- General knowledge and understanding of capital planning, NEPA and annual budget and business planning processes
- 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 engineering inspection, construction management, and other construction related services
- General knowledge of or ability to learn Federal standards related to Transportation Security Administration, Customs and Board Protection and airport security regulations and requirements.
- Ability to effectively communicate with consultants, contractors, regulatory agencies and staff
- 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 5 years' senior level experience in engineering, construction contract administration/management, program management, or an equivalent combination of education, training and experience, including work with increasingly demanding management responsibility, on large government, public works or airport improvement projects
- A professional engineering license in the state of Florida or the ability to obtain one within one year is desired.
- Ability to obtain a Security Identification Display Area (SIDA) clearance.
- Certification as a Professional Engineer (PE), Architect, Certified Construction Manager (CCM), Program Management Professional (PgMP), Project Management Professional (PMP) or equivalent preferred.
- Possession of a valid Florida driver's license required

09/03, 03/11, 10/13, 01/25

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENTAL AFFAIRS AND GRANTS DEPARTMENT

DIRECTOR, GOVERNMENTAL AFFAIRS AND GRANTS **GRADE: 29**

MAJOR FUNCTION

This director level 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. 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

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, as well as FAA, TSA, FDOT and other agencies at the local district, regional and national levels. The director serves as the expert advisor on all legislative matters, including forming key relationships with all federal and state legislative and regulatory authorities. 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 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 capital improvement 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, presentations and justifications for federal and state agency coordination at the beginning of a project and maintain records and data related to the compliance for the life cycle of the project, including 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.

GENERAL POSITION DUTIES (cont.)

The director of governmental affairs and grants oversees the administration of 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.

The position 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 prepare 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.

The position 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. The position develops and maintains 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. Knowledge of 49 CFR Part 23 (Participation of Disadvantaged Business Enterprise in Airport Concessions) and Part 26 (Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs).

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.

06/06, 03/11, 10/13, 06/15, 09/22

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD & BASE OPERATIONS
TIER I

DIRECTOR, PAGE FIELD **EXEMPT 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.

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 QULIFICATIONS

Knowledge, Skills and Abilities: 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT
TIER I

DIRECTOR, PROPERTIES & RISK MANAGEMENT **EXEMPT GRADE: 29**

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, and other aviation and non-aviation tenants of LCPA airports. This role is also responsible for overseeing the comprehensive insurance and risk management program, as well as assessing and identifying and minimizing loss exposure risks to the Lee County Port Authority.

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)
- 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
- 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, procurement and Page Field

- Develop and administer LCPA's comprehensive risk management program to control risks and mitigate losses
- Assist in the review of major contracts, proposed facilities, and/or new program activities for loss and insurance implications
- Performs other related work as assigned

Minimum Requirements

- 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
- A minimum of three years in supervisory capacity required
- Valid Florida driver's license is required
- Graduation from an accredited college or university with a minimum of a bachelor's degree
- Juris Doctorate preferred

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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.

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

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.

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.

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

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

ENGINEER, ARFF **EXEMPT 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 a 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 reports defective equipment to immediate supervisor for repair.

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; become familiar with the area and its 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 possesses 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 Required: Must be a high school graduate or hold a G.E.D. Must have a current Florida State Firefighters Certification, and Florida Emergency Medical Technician certification. Employees must hold a valid Florida Class D Non-Commercial driver license, a current Basic Life Support CPR card. At least twenty-four months employment at ARFF or equivalent experience; completed ARFF's Engineer training packet; successfully passed ARFF's promotional examination for the position.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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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.

[i] 12/2020

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.

GENERALPOSITION 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.

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
ADMINISTRATION
EXECUTIVE DIRECTOR'S OFFICE
TIER I

EXECUTIVE ASSISTANT **EXEMPT GRADE: 19**

Major Function

The Executive Assistant provides high-level administrative support to Executive Director/CEO's Office ensuring smooth day-to-day operations, handling confidential information, and facilitating effective communication between departments, stakeholders, and external agencies. This role requires exceptional organizational skills, attention to detail, and the ability to work in a fast-paced environment. This position reports to the LCPA Executive Director.

General Position Duties

- Manages executive calendars, schedules meetings, and coordinates appointments with Port Authority department heads, government officials, airline representatives and aviation agencies
- Screens calls, emails, and other communications, prioritizing urgent matters
- Handles travel arrangements, including flights, hotels, and transportation
- Prepares reports, presentations, and correspondence
- Prepares and manages department budget
- Maintains and organizes confidential files, records, and documents
- Prepares, reviews and proofreads correspondence and documents for the executive director providing revision and recommendations as needed
- Manages procurement processes, maintains payroll documentation and records for the department
- Acts as a liaison and facilitates communication between the executive team and internal departments, Board of Port Commissioners, Port Authority's legal team, government agencies, airline representatives, Transportation Security Administration (TSA), Federal Aviation Administration (FAA) and vendors
- Organizes and coordinates meetings and conferences for executive team
- Assists with and attends executive team board meetings when required
- Ensures compliance with airport and governmental regulations
- Supports strategic initiatives and special projects as assigned by executives
- Conducts research and compiles data for decision-making and reporting
- Assists in policy development and implementation of best practices including union negotiations
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in business administration, aviation management, or related field preferred.
- 3+ years of experience as an executive assistant, preferably in aviation, transportation, or corporate settings
- Strong proficiency in Microsoft and Google Office Suite
- Excellent organizational, time management, and multitasking abilities with strong verbal and written communication skills
- Knowledge of airport operations, regulations, and industry practices is a plus

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/03, 03/11, 10/13, 01/18, 02/25

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER III

FINANCIAL PROJECT ANALYST **EXEMPT 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 yearend 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 Financial Planning/Project Accounting manager.

GENERAL POSITION DUTIES

- Advises 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.
- Tracks and reports on all grants timely and effectively.
- Coordinates all required grant activity (i.e. draws) with Governmental Affairs and when appropriate required state and federal agencies.
- Works closely with the Development Department contracts representative to ensure adequate funding for all Development contracts.
- Maintains project budget data, and preparation of financial documents for issuance of payment.
- Assists in developing, implementing and monitoring procedures, practices, policies, systems and programs necessary to control the efficient, effective and timely administration of all project budgets.
- Maintains reports, correspondence, records and documents related to the financial administration of Development projects.
- Takes on evolving responsibilities and perform related duties as assigned, adapting to changing priorities, tasks, and organizational needs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Knowledge of basic accounting principles and financial software, with a demonstrated ability to quickly learn and adapt to new technology tools and systems. 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.

Strong problem-solving skills and a proactive approach to identifying opportunities for process improvement. Adaptability and versatility in taking on new tasks and responsibilities, quickly mastering unfamiliar processes and technologies. Advanced proficiency in Excel or Google Sheets, including expertise in complex formulas, data analysis, and process automation (e.g., pivot tables, advanced functions, and scripts), or a demonstrated willingness and ability to learn these skills quickly.

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 license is required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/06, 02/11, 10/13, 01/25

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

FIRE FIGHTER, ARFF **NON-EXEMPT GRADE: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 statue. Physical strength and agility are essential for the employee to perform the lifesaving 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.

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, Skills, and Abilities: 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 statue.

Training and Experience Required: Must be a high school graduate or hold a G.E.D. Must have a current Florida State Firefighter Certification/Levels I and II. Employee must hold a valid Florida Class D Non-Commercial driver license, a current Basic Life Support CPR card, and Florida State Emergency Medical Technician (EMT) license or higher. Completes the FF training packet within one (1) year after employment and successfully pass ARFF's examination for the position. A minimum of five years of work experience in fire emergency services is preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

FIRE SAFETY INSPECTOR **EXEMPT 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.

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: Must be a high school graduate or hold a G.E.D. Must have a current Florida State Certified Fire Inspector. Employee must hold a valid Florida Class D Non-Commercial driver license, and have working knowledge and practical experience in fire inspections, plans review, sprinkler systems, alarm systems: must meet minimum standards in F.S. 633.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

06/04, 02/11, 05/13, 10/13, 12/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT

FISCAL OFFICER **GRADE: 16**

MAJOR FUNCTIONS

Performs professional accounting work of varying types as it relates to Accounts Receivable and provides technical support to the Page Field Aviation Center. This position involves a variety of basic accounting systems and advanced clerical functions. These duties are performed under the general supervision of the Finance Manager.

GENERAL POSITION DUTIES

Responsible for collection of statistical data; coordinate and prepare billings; maintain records of customers and collections; generate, report and review accounts receivable records. This position will ensure deadlines are met for all billings. The Fiscal Officer will recommend to the Finance Manager when a debit or credit memo is issued to qualified vendors. This individual must also complete analyses with communication letters, from the Finance Manager, for all past due vendors.

This position must recommend uncollectible accounts receivable for write-off to the Finance Manager for approval. This position will perform advanced analytical analysis of A/R and other areas as required.

The Fiscal Officer will verify account strings for batches to be sent to the Clerk of Courts prior to Finance Manager's approval. This position will interface with the Clerk's Accounting Department to ensure revenue batches are posted properly.

This position will also support and back up accounting functions at Page Field Aviation Center, and perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Ability & Skills: General knowledge of basic computerized accounting systems. Considerable knowledge of computer operations (preferably Excel or similar,) PC applications/spreadsheets and file maintenance activities, fiscal principles, practices and reporting. Position requires excellent analytical and communication skills. Perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately; analyze data and prepare fiscal reports therefrom. Ability to plan and organize; to analyze facts and figures to exercise sound judgment in arriving at conclusions. Ability to establish and maintain effective working relationships with professional contacts, department heads and fellow employees.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Requires High School graduation/GED and 2 years experience of progressively responsible experience performing clerical accounting duties or 2 years of college with twelve semester hours in accounting; or an equivalent combination of training and experience. Must possess a valid Florida driver license.

02/04, 02/11, 10/13

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT

FISCAL OFFICER **GRADE: 16**

MAJOR FUNCTIONS

Performs professional accounting work of varying types as it relates to Accounts Receivable and provides technical support to the Page Field Aviation Center. This position involves a variety of basic accounting systems and advanced clerical functions. These duties are performed under the general supervision of the Finance Manager.

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MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Requires High School graduation/GED and 2 years experience of progressively responsible experience performing clerical accounting duties or 2 years of college with twelve semester hours in accounting; or an equivalent combination of training and experience. Must possess a valid Florida driver license.

02/04, 02/11, 10/13

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

TRUSTED AGENT: FULL/PART TIME **NON-EXEMPT GRADE: 10**

MAJOR FUNCTIONS:

Performs 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. The Trusted Agent position provides administrative support within the airport's Access Control Office which involves detail-oriented data entry, customer service, filing, and supporting the other Trusted Agents. This position works with sensitive Personal Identifiable Information (PII), the position and is recognized as a high-trust position with access to Sensitive Security Information (SSI) as classified by the Transportation Security Administration (TSA).

GENERAL DESCRIPTION DUTIES:

- Perform administrative tasks in support of airport credentialing (ID) operations such as running reports, compiling billing summaries, and maintaining various databases utilized in the access control office.
- Process applicant fingerprints and submit biographical data of ID applicants for security threat assessments in the methods required by TSA security directives.
- Perform all tasks associated with processing badging applications from start to finish.
- Enters data into various databases used for the vetting, training, and credentialing of airport workers with a high degree of accuracy, speed, and confidentiality.
- Provides a high-level of customer service to the members of the airport community, answering their questions about access control and the credentialing process.
- All work performed is subject to regular audits by TSA.
- May supplement staffing in the Airport Operations Control Center in emergency situations.
- Other duties as assigned by department management.

MINIMUM QUALIFICATIONS

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

1. Demonstrate a high degree of customer service skills with both external and internal stakeholders.
2. Must be able to pass the background check for both an airport badge and for Criminal Justice Information Services (CHS).
3. Must be able to enter data into various computer systems with a high degree of accuracy and attention to detail.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

TRUSTED AGENT: FULL/PART TIME **NON-EXEMPT GRADE: 10**

4. Customer Service skills include the ability to retain and relay information received under stressful conditions, respond to calls quickly and calmly and make sound decisions under pressure.
5. 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 peers, tenants and customers.
6. Be able to multitask and deal with a variety of challenges in a busy, noisy work area.
7. Responsible for maintaining the storage and confidentiality of large amounts of security sensitive information and personal identifying information.
8. Possesses a high degree of common sense.
9. Aviation Background- airline/airport familiarity
10. Maintain effective relationships with fellow employees and those contacted in the course of work to promote a professional image of the department.
11. Must be able to use common word processing and spreadsheet software such as Microsoft and Google.
12. 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. Successfully complete a background investigation to include a fingerprint based Criminal History Record Check (CHRC).
3. Possess computer skills and experience in a fast-pace/high pressure public contact environment and demonstrate the ability to type a minimum of 25 words per minute, connected.
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.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

TRUSTED AGENT: FULL/PART TIME **NON-EXEMPT GRADE: 10**

Schedule:

Full Time: Ability to work various shifts upon needs of the department and may be adjusted periodically. Full time Trusted Agents normally work an 80-hour bi-weekly work week (40 hours/week), but may be asked to work additional hours.

Part Time: Ability to work various shifts upon needs of the department and may be adjusted periodically. Part Time Trusted Agents normally work a 56-hour bi-weekly work week (28 hours/week), but may be asked to work additional hours.

Schedules are subject to change. These positions are subject to holdover or recall on a 24-hour basis for essential services and emergencies.

EMERGENCY RESPONSE/RECOVERY ACTMTIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/17, 10/18, 9/21, 1/24, 3/24, 6/24

LEE COUNTY PORT AUTHORITY AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION
TIER I

GENERAL MANAGER, BASE OPERATIONS **EXEMPT** **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.

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.

May act as director, Page Field 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.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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 is preferred. A minimum of six (6) years or more progressive FBO management experience is required. Private pilot license or higher preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license is required within 30 days of hire.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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07/13, 09/13, 10/13. 02/18, 10/23

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.

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
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT
Tier III

GIS TECHNICIAN **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This position is responsible for updating, creating, maintaining, and analyzing geospatial data within the Lee County Port Authority's (LCPA) Enterprise GIS. Work will be performed under the direct supervision of the Manager of Geospatial Information and will support GIS projects and initiatives throughout the entire Port Authority.

GENERAL POSITION DUTIES

- Develop, edit, maintain, and analyze spatial data sets utilizing ESRI ArcGIS Software Suite.
- Prepares and interprets electronic and hard copy drawings, surveys, field notes, source documents, and other spatial data for GIS conversion.
- Digitizes and/or edits spatial and attribute information, as needed in support of the enterprise GIS for base GIS layers or in support of other departments.
- Perform field work and data collection utilizing the department's handheld GPS unit and/or mobile device.
- Support geospatial data development of airport master planning, land use/zoning, environmental, system planning, airfield planning, terminal planning, and airspace planning studies.
- Assist in the maintenance and build of enterprise GIS mapping applications.
- Create and/or plot aerial imagery, GIS exhibits, drawings, documents, etc. on the department's printers and large format plotter for the development division and other LCPA staff.
- Represent the Port Authority at meetings and conferences as they relate to geospatial technology.
- Operates a variety of office and specialized equipment in the performance of job tasks, including computers, GPS units, mobile devices, and peripherals such as plotters, printers, and scanners.
- Perform all other assigned duties.

KNOWLEDGE, SKILLS & ABILITIES

- GIS terminology, concepts, methods, practices, and technologies.
- Proficiency in utilizing GIS to produce professional, high quality, GIS-based cartographic products.
- Map-making skills and experience particularly with ESRI's suite of software products.
- ArcGIS Desktop /ArcGIS Portal/ArcGIS Online/ArcGIS Enterprise experience is preferred.

- Experience with georeferencing documents.
- Ability to perform QA/QC on modified data and deliverables to ensure accuracy
- Ability to read and interpret engineering drawings, plats, as-builts, sketches and survey documents.
- Basic knowledge of PC, internet, networks, and troubleshooting skills.
- Organization, prioritization, and time management skills.
- Be a self-starter who works well independently as well as in a team-based environment, maintains a high degree of professionalism and integrity, and is reliable and dependable.
- Excellent written and verbal communication skills.
- Maintain effective working relationships with supervisors, fellow personnel, and the ability to interact and communicate with a variety of groups and individuals that work within or support the airport.

EDUCATION AND EXPERIENCE

- Bachelor's degree in geographic information systems, geography, urban & regional planning, computer science, engineering, or a closely related field.
- One (1) to two (2) years of experience using mapping software applications, i.e., ESRI ArcGIS and/or related software applications.
- Knowledge and/or experience with AutoDesk products (AutoCAD, Revit, etc.) is a plus
- Familiarity with mobile device data collection and mobile mapping applications (Collector, ArcExplorer, Field Maps, Survey 123, etc.)
- Working knowledge of Microsoft Office and Google Workspace
- Possession of a valid Florida driver's license is required

ADA Compliance

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Work Environment

- Tasks are performed with intermittent exposure to adverse weather and elevated noise conditions

Physical Requirements

- Light - Physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds

11/22, 0625

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.

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.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

GROUND TRANSPORTATION AGENT- I **GRADE: 8**
NON-EXEMPT

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 the 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.

GENERAL POSITION DUTIES

- Disseminates general ground transportation information to the public and transportation operators
- Ensures the safe, convenient and efficient operation of services in terminal front, rental car and parking areas of the airport
- Monitors all commercial vehicle operations and permitting which includes but is not limited to: taxis, limos, for-hire vehicles, TNCs and courtesy hotel or off-airport service providers
- Collects applicable fees from ground transportation operators
- Issues ground transportation access media and programs it for billing as needed
- Processes and maintains daily operation logs
- Grants/monitors complimentary parking as authorized in Lee County Port Authority procedures
- Reconciles operations logs and fees collected for processing
- Prepares documentation for monthly billing
- Assists with the enforcement of Lee County Port Authority Rules and Regulations as they relate to ground transportation
- Performs routine and special inspections throughout the landside area and portions of the terminal, as well as on taxi/limos/shuttle buses for safety and contract compliance
- Assists with the management and dispatching of On Demand taxicabs
- Monitors commercial vehicle operations and parking areas, keeping designated operating areas clear of unauthorized vehicles
- Monitors the concession operated parking lots and parking shuttle bus service
- Monitors rental car operations and activities while ensuring the facility meets all Lee County Port Authority standards
- Performs other related paperwork functions, assigned projects and inspections as required
- Assists with other terminal customer service responsibilities including but not limited to: lost and found, TSA line queuing, baggage handling system issues, Irregular Operations and aircraft diversions
- Provides support to Operations & Safety team members and performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Must possess the ability to communicate effectively with the general public, maintaining tact and good judgment while promoting exceptional customer service. Must possess the ability to establish and maintain pleasant working relationships with the general public and employees at RSW. Must possess the 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. Must possess the ability to operate a Segway personal transporter. Must have and maintain an in-depth knowledge, understanding and familiarity with computer programs such as Microsoft Office Suite (Word, Excel, and PowerPoint) and Google products such as email, Google Docs and Google Sheets. Must possess the ability to follow written and oral instructions. Knowledge of basic math, business English, spelling, punctuation and ability to accurately conduct financial transactions is required. Familiarity with aviation and ground transportation related terminology is preferred. Ability to maintain complex computerized records and prepare periodic reports from such records is required. Must be capable of maintaining and updating both the insurance records and the database of commercial transportation providers. The position requires inside and outside work with extended periods of standing, sitting, and/or walking in all weather conditions.

Training and Experience: High School graduation/GED and two years customer service or commercial transportation experience is required. Working experience or knowledge of airport ground transportation operations is desirable. Bilingual is 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.

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. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies. This position does not qualify for remote work. Ground Transportation Agent I works an 80 hour (ten hour shifts) bi-weekly work week. This position is not eligible for remote work.

Longevity/Promotability: All entry level syllabus requirements must be met.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

01/09, 03/11, 09/13, 10/13, 2/16, 01/17, 01/19, 04/19, 7/19, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

GROUND TRANSPORTATION AGENT II **NON-EXEMPT GRADE: 9**

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. Employees 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 choose 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 monitor 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 provide recommendations for the improvement of the team from the knowledge gained at these events. Review operations instructions, general orders and other procedures and provide suggestions for their improvement. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrate the skills and knowledge required of a Ground Transportation Agent I at a high degree of accuracy. Meet the knowledge, ability and skill requirements of a Ground Transportation Agent I. 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 ICS 100, ICS 200, ICS 700, and ICS 800 and 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) 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. This position does not qualify for remote work.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

01/17, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER III

COORDINATOR, HUMAN RESOURCES **NON-EXEMPT GRADE: 14**

Major Functions

The Human Resources Coordinator supports the goals, objectives, and policies of the Lee County Port Authority and the Human Resources (HR) department. This position provides senior level support and requires broad-based experience and knowledge in human resources, including fiscal responsibilities, HRIS functions involved in employee records management, and other administrative tasks to support the HR department. This position routinely handles highly sensitive and/or confidential information and requires strong communication and organizational skills with the ability to work with all internal/external customers. This position reports to the Chief Human Resources Officer (CHRO).

General Position Duties

- Serves as the initial point of contact for the Human Resources department and provides excellent customer service to all internal and external customers. Communicates effectively and professionally; independently answers inquiries, requests and relays messages effectively

- Performs administrative tasks such as preparing correspondence, phone/email management, copying/faxing, and receiving inquiries and directing to proper channels

- Maintains calendar for the CHRO and updates schedule demands to include meetings, travel dates, conferences, appointments, etc.; and coordinates all logistical arrangements pertaining to the preparation and set up of scheduled meetings/events

- Maintains the departmental budget; audits monthly banking and P-card statements to ensure accuracy, creates and processes purchase orders, and submits invoices to finance

- Updates and maintains department and employee electronic files, HRIS information, and performs routine audits to ensure compliance

- Ensures employee recognition programs are maintained, administers the Humanitarian Employee List Program (HELP), as well as participates in special department projects and coordinating volunteer events

- Reviews and compiles information for public records requests in a timely manner

- Organizes and order supplies and equipment as needed

- Ability to become a signatory within 60 days of employment

- Assists with special projects

- Perform other duties as assigned

Minimum Qualifications

Knowledge, Skills and Abilities: Must be highly organized; must have exceptional project management skills and possess a high level of verbal and written communication skills. Requires proficient level computer skills utilizing Google Office Suite, HRIS systems, DocuSign, and Microsoft applications. Must have the ability to multitask in a fast-paced environment and provide a quick turnaround with accuracy.

Training and Experience: High school diploma or GED required; Associates degree preferred. Three to five years of experience in a comparable position; or a combination of education and experience equivalent to the above. SHRM-CP, SHRM-SCP, PHR or SPHR, certification is highly desirable.

Licenses and Certificates: A valid Florida driver's license is required. Florida Notary Public is required within six months of employment.

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.

Emergency Response/Recovery Activities:

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER II

HUMAN RESOURCES GENERALIST **EXEMPT GRADE: 19**

MAJOR FUNCTIONS

This professional position supports the goals, objectives, and policies of the Human Resources Department and Port Authority. The Generalist position requires broad-based experience and knowledge in human resources including: orientation, employee relations, a wide range of the HRIS functions involved in employee records management and other HR systems. Work is performed independently in a team environment in coordination with all LCPA departments and Lee County. This position reports to the chief human resources officer.

GENERAL POSITION DUTIES

- Responsible for managing and optimizing the HRIS system to ensure the efficient handling of employee data, streamline HR processes, and provide insightful analytics to support strategic decision-making
- Proficient with HRIS software utilized by the HR Department (VISTA PDS, AODocs, KRONOS, Performance Management) G Suite, and Microsoft Office
- Manage and maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices to maintain compliance
- Create and run (Crystal) reports to support HR programs, initiatives, and strategies (daily, weekly, monthly, annual, and ad-hoc as needed)
- Maintains the integrity of data in the HRIS and updates employee records in an electronic filing system
- Ability to collaborate with HR, IT, and vendors to assist with implementing system upgrades, enhancements, and integrations
- Ability to perform routine tasks required to administer and execute human resources programs including but not limited to HRIS systems and management, benefits and leave, talent management, and payroll processes
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Knowledge of new hire onboarding processes and the ability to conduct new hire orientation
- Assists with organizational-wide benefit programs and acts as a liaison for Lee County Human Resources
- Knowledge of payroll practices, and ability to assist with bi-weekly payroll processing
- Accountable for tracking and maintaining employee performance evaluations
- Monitor and process Report of Personnel Action (eRPA's) for all LCPA departments, review for accuracy, provide input for identified discrepancies and disparities
- Creates and maintains documenting guidelines for processes and procedures
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Must be highly organized; must have exceptional project management skills and possess a high level of verbal and written communication skills. Requires proficient level computer skills utilizing Google Office Suite, HRIS systems, DocuSign, and Microsoft applications. Must have the ability to multitask in a fast-paced environment and provide a quick turnaround with accuracy.

Training and Experience: Bachelor's degree in human resources, business management, public administration, or related field preferred and three to five (3-5) years of experience in a comparable position; or a combination of education and experience equivalent to the above. All-inclusive experience as a generalist is preferred. PHR, SHRM-CP or SPHR, SHRM-SCP certification is highly desirable. The ability to become a Notary 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 environmental conditions.

Licenses and Certificates: A valid Florida driver's license is required. The ability to become a Notary is a plus.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER III

HUMAN RESOURCES GENERALIST, BENEFITS

EXEMPT GRADE: 19

MAJOR FUNCTIONS

This professional role supports the goals, objectives, and policies of the Human Resources department, with a primary focus on benefit administration which requires comprehensive experience and expertise across various HR functions, including employee relations, HRIS, and health and wellness. Responsibilities include researching, developing, and implementing innovative programs and processes that reflect HR best practices. This role operates within a team environment, collaborating with all Lee County Port Authority departments, Lee County BoCC, and the Lee County Clerk of Court. This position reports to the Chief Human Resources Officer.

GENERAL POSITION DUTIES

- Oversee the Lee County Port Authority's comprehensive benefit programs, including medical, dental, vision, disability, FRS, life insurance, 457 plans, and others
- Conduct research and analyze industry and employment trends and recommend best practices to leadership team
- Administer and monitor special leave programs, including FMLA, STD, LTD, Leave Without Pay, Administrative Leave, ensuring adherence to federal, state, and local regulations
- Interpret and ensure compliance with personnel policies and legal requirements for leave programs
- Support new hire orientations, maintaining accurate benefit records and assisting employees with program enrollment and understanding
- Serve as an advocate for employees with insurance providers, providing guidance and resolving benefit-related inquiries
- Act as the Health Insurance Portability and Accountability Act (HIPAA) Compliance Manager ensuring proper access controls and confidentiality for protected health information
- Develop and maintain information systems to support ACA compliance and all records requirements
- Lead wellness initiatives, including chairing the wellness committee, organizing activities like the Heart Walk, Lunch & Learns, blood drives, and mobile mammogram screenings, and ensure program certifications align with association standards
- Promote initiatives to enhance employee wellness and wellbeing
- Maintain and update benefits and wellness information on the HR intranet site
- Create presentations, design flyers, brochures, and support automation efforts using advanced software tools

- Stay current with industry standards through continuous learning, professional networking, and participation in relevant organizations
- Handle special projects and other assigned duties, contributing to positive organizational morale

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- Must be highly organized with strong project management skills and proficient in Microsoft Office, KRONOS timekeeping, Google applications, and HRMS software (such as Vista HRMS)
- Skilled in developing and delivering training programs
- Able to interpret policies and maintain detailed records
- Strong team player with excellent written and verbal communication skills, public speaking, and intranet design skills
- Must demonstrate poise, tact, and courtesy in public interactions, with the ability to multitask efficiently and deliver accurate results in a fast-paced environment

Training and Experience:

- A bachelor's degree from an accredited college or university in human resources, business management, public administration, or a related field, along with three to five years of relevant experience, is required; or an equivalent combination of education and experience. Airport experience is a plus.
- Membership in professional HR organizations and certifications such as SPHR, SHRM-SCP, PHR, or SHRM-CP are highly preferred.

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: The work environment is a busy office setting.

Licenses and Certificates: A valid Florida driver's license is required. Requires the ability to become a Notary.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/14, 11/16, 01/19, 10/24

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER II

HUMAN RESOURCES GENERALIST, PAYROLL **EXEMPT GRADE: 19**

MAJOR FUNCTIONS

This position supports the goals, objectives and policies of the Human Resources Department and Port Authority. The Generalist position requires broad-based experience and knowledge in 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. This position reports to the chief human resources officer.

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.

- 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.

- Assists with NEOGOV job postings as necessary. Serves as a backup for all other staff (Benefits and Admin) when needed. Assists with special events as necessary and performs all other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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: 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 three to five (3-5) years of experience in a comparable position required; or a combination of education and experience may be considered. Experience with payroll and/or as an HR generalist is preferred. SPHR, SHRM-SCP, or PHR, SHRM-CP certification is highly desirable. Airport experience is a plus. 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.

Licenses and Certificates: A valid Florida driver's license is required. Requires the ability to become a Notary is a plus.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

IT ASSET COORDINATOR **GRADE: 13**

MAJOR FUNCTIONS

This is a responsible technical position involving maintenance and development of the IT asset management program, software license compliance and first level support and triage of IT service incidents. The employee coordinates work with other departments and plans his/her schedule through the supervision of the Information Technology Service Desk Manager. This position is responsible for software and hardware troubleshooting, asset tracking and software license compliance. Maintains and develops systems for tracking the Authority's hardware and software as the IT Asset Coordinator.

GENERAL POSITION DUTIES

Assists in the selection of new hardware and software. May provide on-site training of required software applications to the end users.

Participates in meetings with staff, departmental directors and other Port Authority personnel to effectively solve problems related to personal computers and software.

Troubleshoots computer related hardware and software problems. Resolves problems or uses appropriate technical support as necessary. Performs related work as required.

Reviews purchasing requests from departments and provides quotes as needed as well as initiates informal and formal quotes by telephone and mail and conducts research for various departments to obtain product information

Coordinates the asset management activities of procurement, deployment, tracking, and disposal of hardware and software through its useful life cycle. Administers the asset management database and repository.

Maintains service portfolios for all IT service providers and vendors.

Performs annual inventories and audits of hardware and software as scheduled or needed. Manages software license lifecycle. Provides reports to the Department Director on software utilization. Uses asset management software to restrict use of software to licensed users. Other duties as assigned.

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: Good 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. Considerable knowledge of user application software packages including Microsoft Office, Windows XP and/or Windows 7, JD Edwards, Google Apps Administration**,** MS Internet Explorer, MS Organizer, Altiris Asset Management, and Footprints IT Service Management software.

Training and Experience: Prefer an Associate's degree in Computer Science or related field, minimum one-year experience working with computers or equivalent combination of training and experience. 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 license is required. ITIL Foundation certification highly desired.

01/13, 1/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

IT CYBERSECURITY MANAGER **Grade: 24**

MAJOR FUNCTIONS

The Cybersecurity Manager is responsible for the overall cybersecurity of the Lee County Port Authority's IT systems and data. The ideal candidate will have a strong understanding of both cybersecurity and IT risk management, as well as experience in a variety of industries. In this role, you will be responsible for developing and implementing robust cybersecurity strategies, policies, and procedures, as well as managing IT risks across the organization. You will collaborate closely with various stakeholders to ensure the protection of our digital assets, mitigate potential risks, and enhance overall information security. The employee coordinates, plans and schedules work with other divisions and departments. Work is performed under the general supervision of the Director of Information Technology while exercising considerable independence with minimum daily contact.

GENERAL POSITION DUTIES

- Establish and enforce cybersecurity policies, standards, and procedures to safeguard sensitive information, data, and systems
- Identify, assess, and prioritize potential IT risks, vulnerabilities, and threats to the organization's infrastructure, applications, and networks
- Conduct regular risk assessments and vulnerability scans to proactively identify and address security gaps
- Collaborate with cross-functional teams to design and implement security controls, including firewalls, intrusion detection systems, encryption mechanisms, and access controls
- Manage the implementation of cybersecurity solutions and technologies, ensuring they are properly configured, monitored, and updated
- Monitor and investigate security incidents and breaches, coordinating timely responses, and leading incident response efforts
- Monitor the effectiveness of security controls
- Stay up-to-date with the latest cybersecurity threats, trends, and technologies, and provide guidance on emerging risks and mitigation strategies
- Work with other departments to ensure the organization's security posture is aligned with its business goals
- Oversee security awareness training and education programs for employees to promote a culture of cybersecurity throughout the organization
- Ensure compliance with relevant industry standards, regulations, and legal requirements related to information security and data privacy

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, Skills & Abilities

- Strong understanding of security threats and vulnerabilities
- Experience with security frameworks and best practices
- Experience with security tools and technologies
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team

REQUIRED EDUCATION & EXPERIENCE

Bachelor's degree in cybersecurity, information security, or a related field **AND** 5+ years of experience in cybersecurity or IT risk management **AND** CISSP, CCSP, CISA or CISM certification

PREFERRED EDUCATION & EXPERIENCE

- Experience in an ITIL v.3 environment

LICENSES & CERTIFICATIONS

- CISSP, CCSP, CISA or CISM certification ***required.***
- Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.
- Florida Class E Driver’s License may be required and must be maintained

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.

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.

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
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

IT PROJECT MANAGER **Grade: 24**

MAJOR FUNCTIONS

This is professional managerial work in planning, overseeing and coordinating the successful planning and delivery of strategic enterprise systems. Work requires effective leadership skills, knowledge of a System Development Life Cycle (SDLC) Methodology and industry best practices to ensure timely delivery of assigned projects and/or new system implementations. Knowledge and skills are usually gained through education training and substantial project management experience. Supervises the work of personnel involved in assigned projects. Incumbent requires skills in understanding and influencing people and are important in supervising personnel and coordinating the varied administrative functions involved in each project. The work is performed following clearly defined policies, methods and practices and involves situations that require the frequent use of independent judgment in search of solutions or new applications. The work is performed in an office environment. Operates personal computers and other standard office equipment. The work is performed under minimal supervision subject to practices, policies and procedures and is usually reviewed after the fact, in terms of quality, effectiveness, timeliness and compatibility with department objectives and expected results. This is an individual contributor position which reports to the Director of Information Technology.

Essential Functions

- Develops system requirements.
- Evaluates alternative solutions.
- Coordinates and drives delivery across software vendors and stakeholders.
- Conducts business process mapping.
- Manages a matrix of internal teams and remote resources to ensure timely project delivery.
- Aligns project interests with enterprise strategy (architectural standards, etc.).
- Ensures compliance with SDLC.
- Manages issues as they arise and mitigates risks to avoid impact to project delivery and timelines.
- Effectively manages allocated funds to deliver projects within budget.
- Ensures proper alignment of resources, skills and knowledge.
- Works closely with software vendors to ensure all terms of Service Level Agreements (SLA) are fulfilled.
- Communicates project status updates across project teams and to senior management.
- Performs other related duties as required.
- Coordination with other Port Authority departments. In the case of coordination with Engineering & Construction Department:
    - Assist and provide feedback during the design phase of various construction projects to make sure the IT specifications and requirements are being implemented and existing infrastructure is being considered.

- Interpret design documents (drawings and technical specifications) and provide feedback to the team at different milestones - usually 30%, 60%, and 100% design stages.
- Attend construction project progress meetings and provide feedback as needed
- Provide responses as needed to Requests for Information (RFIs) related to IT
- Understand construction project schedules and coordinate the purchase of IT provided equipment in timely manner
- Assist the project team with site inspections of IT equipment that will become a responsibility of the Information Technology Department after construction projects are completed.

Knowledge, Skills & Abilities

- Strong knowledge of Office Applications.
- Strong interpersonal, verbal and written communication skills.
- Skill in the application of PMBOK Program Management Standards and Software Systems Development Life-cycle (SDLC).
- Ability to design and implement technological solutions that address complex business challenges.
- Ability to formulate project strategy and establish long-term project goals.
- Ability to coordinate project activities across a matrix of cross-functional teams.
- Ability to exercise independent judgement with minimal direction.

REQUIRED EDUCATION & EXPERIENCE

- A Bachelor's degree in Computer Science, Project Management or closely related field **and**
- Three (3) years of experience leading or managing large-scale IT projects **and**
- PMP or PgMP certification

PREFERRED EDUCATION & EXPERIENCE

- Experience in an ITIL v.3 environment

LICENSES & CERTIFICATIONS

- PMP or PgMP certification ***required.***
- Must be able to obtain and maintain a Security Identification Display Area (SIDA) badge.
- Florida Class E Driver's License may be required and must be maintained.

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.

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LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

IT SUPPORT SPECIALIST **GRADE: 10**
FLSA: NON-EXEMPT

MAJOR FUNCTIONS

This is a responsible technical position involving installation, maintenance and minor repairs to hardware, software and peripheral equipment, following design or installation specifications on standalone and networked personal computers related to airport terminal systems. The employee coordinates work with other departments and plans his/her schedule through the supervision of the airline systems manager and/or desktop engineer.

GENERAL POSITION DUTIES

Installs personal computers, peripherals and software. If needed, may provide on-site training to end users on software application. Provide hardware and software troubleshooting and support. Conduct proactive support and preventative maintenance of the airport's equipment. Monitor supplies and paper stock of Airport Systems for Airlines. Participates in meetings with staff, departmental directors and other port authority personnel to effectively solve problems related to personal computers and software. Troubleshoots computer related hardware and software problems. Resolves problems or uses appropriate technical support as necessary. Performs 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. Working knowledge of various airlines check in procedures a plus. Must be organized, self-motivated and timely with assignments. Must work well in a team environment with limited instruction/supervision. Ability to establish and maintain effective working relationships with other employees. Requires excellent communication, customer service and strong analytical and reporting skills. This position requires skills in prioritization, organization and the ability to manage multiple projects simultaneously. Considerable knowledge of application software packages including Microsoft Office, Windows Operating Systems, terminal emulation and other compatible software. Familiarity with virtual desktop infrastructure is a plus.

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Training and Experience: High school diploma/GED required; Associate's degree in computer science or related field with a minimum of three years experience working with computers preferred; or equivalent combination of training and experience. Experience should include installation and support of personal computer hardware and software, ability to independently analyze and solve routine computer related problems. Ability to read a variety of informational documentation, directions, instructions, methods and procedures such as technical manuals, software manuals, wiring diagrams, product documentation, and related materials.

Licenses/Certificates: Possession of a valid Florida driver license is required.

ENVIRONMENT WORK

Physical Capabilities/Requirements: Work is performed in an office setting with frequent bending, twisting, stooping, long periods of sitting, climbing stairs and walking. Requires the use of scissor lift and bucket truck. 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.

02/07, 02/11, 10/13, 03/14, 02/15, 01/17, 12/20

LEE COUNTY PORT AUTHORITY

ADMINISTRATION DIVISION
CONCESSIONS DEPARTMENT

TIER III

DIRECTOR, AIRPORT CONCESSIONS

EXEMPT GRADE: 29

MAJOR FUNCTIONS

This professional position will plan, organize, manage and implement the Southwest Florida International Airport Concessions Program including food & beverage and retail. This role is responsible for developing and maintaining a concessions strategic plan, as well as developing forecasts, budgets and financials. Responsible for evaluating and managing all airport concession agreements, as well as assess performance, increase revenue, enhance customer service and maintaining compliance with all LCPA standards. This position reports to the Deputy Executive Director, of Administration.

GENERAL POSITION DUTIES

- Administers concession contracts and Consolidated Receiving and Distribution Center agreements, with a focus on compliance and standards
- Monitors trends, analyzes sales and provides high-level reports
- Recommends and approves marketing and merchandising initiatives
- Maintains relationships with terminal operations, maintenance, development and concessionaires to ensure contract compliance and address any customer service issues
- Manages project schedules, updates stakeholders on key dates and supports concession design reviews
- Makes independent, sound decisions. Prioritizes tasks, applies business principles and translates needs into actionable operational requirements
- Demonstrates a strong knowledge of food, beverage and retail regulations. Understands airport processes, lease agreements and safety procedures
- Conducts inspections and reviews to ensure adherence to lease agreements and regulatory standards with the Food and Drug Administration, Federal Aviation Administration and the Transportation Security Administration

MINIMUM QUALIFICATIONS

- The position requires strong organizational and communication skills.
- Proficiency in computer software, including Microsoft Suite and Google
- Ability to maintain and comply with Airport Security Clearance requirements
- Strong knowledge of food and beverage or retail operations, including federal, state and local regulations, as well as an understanding of business practices related to managing revenue-generating agreements
- Bachelor’s degree in business administration, marketing, hospitality, finance or a related field
- Minimum of five years’ experience in food and beverage, retail or hospitality with increasing responsibility; Airport experience a plus; Experience should demonstrate a thorough understanding of budgets, retail or food service operations, administration and management of contracts
- Management and supervisory experience highly desired
- Valid Florida driver’s license required

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

JUNIOR PROGRAMMER **GRADE: 10**

MAJOR FUNCTIONS

This is a responsible professional technical position involving the creation of technical requirements documents, functional specifications, database analysis, database report writing and database application programming. Understands and uses the Software Development Life Cycle to manage application and report development. Works with Subject Matter Experts to develop detailed technical requirements documents to guide IT, IT consultants or other third party entities in the creation of technical solutions for the LCPA. The incumbent must be able to analyze data requirements and produce Entity Relationship Diagrams and be familiar with relational databases to aid the DBA in creation of databases. The incumbent should be familiar with Java, C++, Visual Basic and Perl programming languages. The incumbent will be expected to test functional requirements of their work and the work of other IT staff and IT consultants. The incumbent must also understand system interfaces and be able to port data from disparate platforms. Work is performed under the general supervision of the Information Systems Technical Services Manager while exercising considerable independence with minimum daily contact with the manager.

GENERAL POSITION DUTIES

Uses industry standard techniques to develop and maintain system requirements documents, functional specifications and user manuals. Uses Structured Query Language (SQL) and Crystal Reports and other report writing tools to analyze data and create reports. Uses Microsoft Access database platform to prototype and create database applications. Uses Data Transformation Services, ODBC, XML and import/export utilities to migrate, interface or port data. Assists in the selection of new software. Researches and corrects all problem areas through the use of established guidelines. May perform on-site training of supported applications. Assists Service Desk personnel in troubleshooting of application, report and database errors. Based on review takes necessary action to correct the problem. Performs related work as 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. 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: Good 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. Considerable knowledge of user application software packages including Microsoft Office, Windows 95 and/or Windows NT, setup knowledge of MS Exchange**,** MS Internet Explorer, MS Organizer and other IBM compatible software.

Training and Experience: Prefer an Associate's degree in Computer Science or related field, minimum one-year experience working with computers or equivalent combination of training and experience. Experience should include installation and support of personal computer hardware and software.

Licenses/Certificates: Possession of a valid Florida driver's license is required. CompTIA A+ certification highly desired.

05/08, 02/11, 10/13

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier I

LINE SERVICE AGENT **NON-EXEMPT GRADE: 8**

MAJOR FUNCTION

A Line Service Agent with Base Operations at Page Field is trained to perform a variety of customer-oriented tasks while providing ground handling services for private and business aircraft at Page Field. This position receives direction from the Shift Lead, Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is an entry level position with the possibility to progress to Line Service Technician.

GENERAL POSITION DUTIES

- 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.

KNOWLEDGE, SKILLS & ABILITIES

- 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 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 180 days of hire.
- Must achieve NATA Safety 1st Certification within 10 months of hire.
- Must successfully complete annual recurrent training examination with a score of 90 or higher.
- 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.
- 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.
- 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.
- Ability to perform job duties while being exposed to working 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 and loud noise levels within the work environment.
- Must meet the physical ability requirements to lift and carry 30 pounds, and occasionally lift and/or move up to 100 pounds, stand, walk, sit, stoop, crawl, kneel, crouch, hear, reach, climb or balance. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- 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.
- Must be able to communicate clearly on a two-way radio.
- Must have basic working knowledge of personal computers.

TRAINING AND EXPERIENCE:

High school diploma or general education degree (GED) is required. A minimum of one year work experience in related aviation or customer service experience preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.

- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

06/23, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier I

LINE SERVICE SPECIALIST **NON-EXEMPT GRADE: 11**

MAJOR FUNCTION

A Line Service Specialist with Base Operations at Page Field is trained to perform a variety of customer-oriented tasks while leading a team of Line Service Agents & Line Service Technicians providing ground handling services for private and business aircraft at Page Field. This position receives direction from the Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is a mid-level position with the possibility to progress to Line Service Supervisor.

GENERAL POSITION DUTIES

Performs all essential duties and responsibilities of a Line Service Agent & Line Service Technician in addition to the following duties:

- 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.
- Serves as one of the primary training representatives in the development and orientation of new employees; and conducts on-going and recurrent training of Line Service Agents and Technicians.
- Assists Line Service Supervisor in ordering and maintaining adequate supplies of fuel, aircraft oil, and other related aircraft/equipment servicing products.
- Responsible for managing quality control inspections with fuel audits and the completion of monthly inspections on fuel trucks, fuel dispensing equipment, and ground service equipment.
- Serves in a leadership role to employees, modeling and demonstrating positive interpersonal skills and mentoring subordinate staff to develop and grow professionally.
- Evaluates, prepares, submits and follows through on recommendations designed to improve safety, security & efficiency.
- Serves as the primary line service representative in providing assistance to disabled aircraft on the airfield.
- Supervises all towing, ensuring that all aircraft are appropriately and safely moved on the ramp and into/out of hangars following Base Operations procedures.
- Conducts Base Operations morning opening and nightly closeout procedures and all pre-closing/opening inspections.
- Responsible for airfield material condition inspections and advises Shift Lead and Line Service Supervisor of all noted discrepancies.

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.

KNOWLEDGE, SKILLS & ABILITIES

- Two full years' experience as a Line Service Technician.
- Must possess the knowledge and skills required of a Line Service Technician, including a full working knowledge of all operational aspects of line service.
- One full year of consecutive service as a Line Service Technician without a safety or service incident.
- Must maintain an above average annual performance evaluation and an exemplary attendance record.
- 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 the Avfuel Line Service, Ramp Safety & Customer Service Training Program.
- Successful completion of a written exam testing knowledge of Base Operations/Page Field policies & procedures with a score of 90 or higher.
- Successful completion of a hands-on practical exam with pass/fail scoring.
- Successful completion of Authority-approved leadership development course.
- Successful completion of Authority-approved advanced customer service training course.
- Successful completion of AAAE Airfield Operations ACE Certification.
- Must have excellent communication and customer service skills.
- Must have familiarization with primary vendors.
- Must successfully complete an annual recurrent training examination with a score of 90 or higher.
- 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.
- 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.
- 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.
- Ability to perform job duties while being exposed to working 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 and loud noise levels within the work environment.
- Must meet the physical ability requirements to lift and carry 30 pounds, and occasionally lift and/or move up to 100 pounds, stand, walk, sit, stoop, crawl, kneel, crouch, hear, reach, climb or balance. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- 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.
- Must be able to communicate clearly on a two-way radio.

Failure to maintain position standards & qualifications may result in reclassification to previous job title and pay grade.

TRAINING AND EXPERIENCE:

High school diploma or general education degree (GED) is required. A minimum of two years work experience as a Line Service Technician is required.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.
- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

06/23, 11/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier I

LINE SERVICE TECHNICIAN **NON-EXEMPT GRADE: 10**

MAJOR FUNCTION

A Line Service Technician with Base Operations at Page Field is trained to perform a variety of customer-oriented tasks while leading a team of Line Service Agents providing ground handling services for private and business aircraft at Page Field. This position receives direction from the Line Service Supervisor, Customer Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is a mid-level position with the possibility to progress to Line Service Specialist.

GENERAL POSITION DUTIES

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 the absence of the 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/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.

KNOWLEDGE, SKILLS & ABILITIES

- Must possess the skills required of a Line Service Agent, including a full working knowledge of all operational aspects of line service.
- Must have been NATA Safety 1st certified for a minimum of one year.
- One full year of consecutive service as a Line Service Agent without a safety or service incident.
- Must maintain an above average annual performance evaluation.
- Must maintain an exemplary attendance record.
- 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 the Avfuel Line Service, Ramp Safety & Customer Service Training Program.
- Successful completion of a written exam testing knowledge of Base Operations/Page Field policies & procedures with a score of 90 or higher.
- Successful completion of a hands-on practical exam with pass/fail scoring.
- Must have excellent communication and customer service skills.
- Must successfully complete an annual recurrent training examination with a score of 90 or higher.
- 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.
- 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.
- 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.
- Ability to perform job duties while being exposed to working 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 and loud noise levels within the work environment.
- Must meet the physical ability requirements to lift and carry 30 pounds, and occasionally lift and/or move up to 100 pounds, stand, walk, sit, stoop, crawl, kneel, crouch, hear, reach, climb or balance. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- 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.
- Must be able to communicate clearly on a two-way radio.
- Must have basic working knowledge of personal computers.

Failure to maintain position standards & qualifications may result in reclassification to previous job title and pay grade.

TRAINING AND EXPERIENCE:

High school diploma or general education degree (GED) is required. A minimum of one year work experience as a Line Service Agent is required.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.
- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

06/23, 11/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER II

LOST AND FOUND AGENT **GRADE: 8**
NON-EXEMPT

MAJOR FUNCTION

To assist the Lee County Port Authority in its efforts to return lost or abandoned items found on airport property to the rightful owner. The Lost and Found Agent must have the ability to use specialized computer programs to record and maintain full accountability of all property turned in or recovered. Requires the ability to communicate and interact effectively with the public, while maintaining tact, good judgment, and promoting exceptional customer service. Must possess and maintain the highest level of integrity.

GENERAL POSITION DUTIES

- Responsible for the recording, storage, and ultimate disposition of all lost, found or abandoned property located on Lee County Port Authority property as required under Florida State Statutes.
- Responsible for all documentation, including chain of custody documentation.
- Uses all available information to identify ownership of the property and contacting the owner.
- Arranges for shipping of property to the owner if necessary.
- Processes all unclaimed property at the end of its hold period for donation, sale or use by the department.
- Works closely with tenants, stakeholders, and Port Authority personnel to take in found items and assist with finding the owner.
- Provides exceptional customer service to passengers and/or the general public.
- Assist with security checkpoint line management during peak times if and when needed.
- Assist with all other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Ability to communicate effectively in English, both verbally and in writing. Ability to speak other languages is desirable. Considerable knowledge of department rules, regulations, practices and procedures. Ability to prepare routine documents. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to maintain computerized records and prepare periodic reports from such records. Ability to operate mobile telephones, and personal computers. This position requires periods of standing, walking, and lifting items of varying weights and dimensions.

This position does not qualify for remote work.

Training and Experience: High school graduation or GED required. Previous customer service experience is highly desired. Must pass a drug screening and a TSA fingerprint based criminal history background check. Possession of a valid Florida driver's license is required.

EMERGENCY RESPONSE ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/14, 03/19, 03/23, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

MAINTENANCE SUPERVISOR, AIRFIELD **NON-EXEMPT GRADE: 19**

MAJOR FUNCTION

This is a highly responsible supervisory position tasked with directing the overall maintenance and repair of airport buildings, facilities, structures and systems. Must be able to work under the direction of the section manager with minimal oversight. This position supervises one or more crew chiefs and skilled personnel in the installation, preventive maintenance, predictive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment using hand tools, power tools, and various measuring and testing instruments. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations and corrective actions. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position will assume various duties of the section manager during periods of his or her absence. Work is performed under the direction of the Airfield and Grounds Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Assigns work orders and ensures work meets or exceeds the expectations and ensures compliance with the EAMS OI's.
- Makes daily inspections and oversees the maintenance and repair of the airfield, 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 part 139 standards. Ensures FAA AC compliance.
- Determines the need and procures necessary materials and supplies for maintenance, repair, and operation of mechanical and electrical equipment.
- Coordinates and inspects 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's compliance with all applicable codes and Port Authority standards.
- Assists with budget preparation, purchasing, and personnel evaluations.
- Responsible for inventory control of airfield warehouses, tools, equipment.

GENERAL POSITION DUTIES (cont.)

- Estimates time and materials for cost construction projects, assists Airfield and Grounds Manager with the planning of projects, and assigns work and follows progress of work through to completion.
- Responsible for ensuring employees meet Port Authority training goals and promotes education and training in related fields.
- Responsible for ensuring personnel safety training in person and virtually.
- Ensures compliance with our personnel policy and procedure manual. Initiates corrective actions in coordination with the section manager when expectations are not met.
- Ensures payroll is entered correctly into the time management system per policies and procedures.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must possess considerable technical knowledge in the majority of areas of responsibility. Knowledge of materials and methods commonly used for airport and facility maintenance and infrastructure activities. Knowledge of the occupational hazards and standard safety precautions of the work and the ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Airfield and Grounds Manager.

Training and Experience: High school diploma/GED; a minimum of three years of leadership or supervisory experience; and, five years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or similar fields are required. Associate's degree in facilities management, engineering, construction management/administration, aviation management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

MINIMUM QUALIFICATIONS (cont.)

Licenses and Certificates: Possession of a valid Florida Driver's License is required; CDL Class A preferred. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 10/13, 6/15, 10/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER II

MAINTENANCE SUPERVISOR, CONTRACTS **NON-EXEMPT 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 (BHS), 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 direct supervision of the Maintenance Contracts Manager.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- 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 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 and 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.
- Work within the department's Enterprise Asset Management System (EAMS) for generating work requests, preventative maintenance scheduling, and inventory control.
- Makes quick, accurate decisions under strict time constraints

GENERAL POSITION DUTIES (cont.)

- Effectively and professionally presents information to management
- 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; responds and provides solutions to common inquiries or complaints from airlines, TSA, tenants or Port Authority departments
- Performs special projects and other duties as assigned
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

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 is desirable. Knowledge of the occupational hazards and safety precautions of the trades. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Ability to read, analyze and interpret scientific and technical journals, OEM manuals, and engineering plans related to mechanical systems. The ability to understand technical and operational specifications is highly desirable. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have excellent communication, customer service, negotiation and problem solving skills. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Experience purchasing commercial goods and services highly desirable.

Training and Experience: High school diploma/GED; a minimum of three years of leadership or supervisory experience; and, five years of experience in the field of installation, inspection, troubleshooting, maintenance and repair of mechanical systems required. Associate's degree or higher from an accredited college or university is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

MINIMUM QUALIFICATIONS (cont.)

Licenses and Certificates: Possession of a valid Florida driver's license is required. Electrical or electronic certification/license is preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/18, 07/21, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

MAINTENANCE SUPERVISOR, FLEET & EQUIPMENT NON-EXEMPT GRADE: 19

MAJOR FUNCTION

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 supervises multiple skilled mechanics and will plan, prioritize, assign, review, and participate in the daily operation of the vehicle maintenance facility. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations and corrective actions. This individual will also work with the Enterprise Asset Management System (EAMS) on a preventative maintenance program to ensure compliance with the manufacturer's specifications. This position will ensure the accuracy of entries into the computerized time management system for all subordinates within their section. This position will assume various duties of the section manager during periods of his or her absence. Must be able to work under the direction of the section manager with minimal oversight. Work is performed under the direct supervision of the Programs & Resources Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Organize, implement, and direct vehicle maintenance operations and activities.
- Review all completed work orders to ensure accuracy in the EAMS
- Initiate requisitions of parts, supplies, and tools for the repair of vehicles and equipment, and provide cost estimates to the Programs and Resources Manager.
- Responsible for ensuring personnel safety training in person and virtually. Implement and monitor safety practices and schedule recurring safety training.
- Conduct in-service training programs for employees with equipment suppliers.
- Assists with budget preparation, purchasing, and personnel evaluations.
- Inspect and perform test drives of equipment and vehicles. Diagnose and participate in the repair of equipment when necessary.
- Coordinate preventative and corrective maintenance work with other departments routinely.
- Provide technical assistance to mechanics.
- Monitor and coordinate the performance and compliance of vendors and contracted services.
- Responsible for ensuring employees meet Port Authority training goals and promotes education and training in related fields.
- Ensures compliance with the personnel policy and procedure manual. Initiates corrective actions in coordination with the section manager when expectations are not met.
- Ensures payroll is entered correctly into the time management system per policies and procedures.
- Build and maintain positive working relationships and interact with the public in a professional manner

GENERAL POSITION DUTIES (cont.)

- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must possess considerable technical knowledge in the majority of areas of responsibility**.** Knowledge of materials and methods commonly used in the repair and servicing of vehicle maintenance equipment. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Programs and Resources Manager.

Training and Experience: High school diploma/GED, a minimum of three years of leadership or supervisory experience, and five years of experience in repairing and maintaining light and heavy automotive and power-driven equipment required. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license and a Class B CDL are required. Intermediate temporary traffic control (TTC) required within one year of employment; Advanced TTC preferred. ASE Class Certifications, EVT training, and any formal education where a degree was obtained are preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

MAINTENANCE SUPERVISOR, GROUNDS **NON-EXEMPT GRADE: 19**

MAJOR FUNCTION

This is highly responsible supervisory position tasked with the overall maintenance and repair of landscaping operations at the Southwest Florida International Airport, including but not limited to, all landscaping, mowing, irrigation, planting, lakes, ditches, weeds, pest control, trash control and airfield mowing. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations and corrective actions. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position will assume various duties of the section manager during periods of his or her absence. Work is performed under the direction of the Airfield and Grounds Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Assigns work orders and ensures work meets or exceeds the expectations and ensures compliance with the EAMS OIs.
- 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 necessary materials and supplies for the proper maintenance, repair, and operation of grounds and irrigation equipment, and the purchase of same.
- Monitoring and coordinating 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.
- Assists with budget preparation, purchasing, and personnel evaluations.
- Responsible for inventory control of Grounds' tools and equipment.

GENERAL POSITION DUTIES (cont.)

- Estimates time and materials for cost construction projects, assists Airfield and Grounds Manager with the planning of projects, and assigns work and follows progress of work through to completion.
- Responsible for ensuring employees meet Port Authority training goals and promotes education and training in related fields.
- Responsible for ensuring personnel safety training in person and virtually.
- Ensures compliance with our personnel policy and procedure manual. Initiates corrective actions in coordination with the section manager when expectations are not met.
- Ensures payroll is entered correctly into the time management system per policies and procedures.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

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 lie out and direct the work of a crew performing these activities. Skilled in the use of various tools and equipment and in the operation of landscaping tasks. Must have experience operating various types of heavy equipment. Knowledge of the occupational hazards and standard safety precautions of the work and the ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Airfield and Grounds Manager.

Training and Experience: High school diploma/GED; a minimum of three years of leadership or supervisory experience; and, five years of experience in facilities, grounds maintenance, and equipment operation required. Associate's degree in facilities management, engineering, construction management/administration, aviation management, or related field preferred.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience (cont.): Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required; CDL Class A preferred. Possession of a Limited Lawn and Ornamental Pesticide Applicators License required or obtained within 6 months of employment. Intermediate temporary traffic control (TTC) required within one year of employment; Advanced TTC preferred. A Restricted Pesticide Applicator's License with Aquatic and Public Health categories and Arborist Certification preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 10/13, 12/21, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
Tier I

MAINTENANCE SUPERVISOR, PAGE FIELD **NON-EXEMPT GRADE 19**

MAJOR FUNCTION

This is a highly responsible supervisory position tasked with prioritizing and assigning duties for the overall maintenance and repair of the airfield, facilities, equipment and grounds at Page Field while providing daily supervision of skilled maintenance personnel. Work is performed independently under the general direction of the Maintenance Manager. Position is considered hands-on leadership providing assistance and guidance with maintenance tasks. Position fosters a "Safety First" work environment at all times while carrying out the goals and objectives of the department.

GENERAL POSITION DUTIES

Plans and coordinates the operation, maintenance, repair, cleaning, construction and renovation of the following airfield lighting, NAVAIDS, pavement, hangars, gate operators, fencing, buildings and associated equipment, ground service equipment, vehicles, support equipment, landscaping, irrigation, fuel farms and security systems.

Assigns preventive and corrective maintenance tasks to staff utilizing the department's computerized maintenance management system (CMMS) and verifies that all tasks are documented and recorded properly per established best practices.

Reviews specifications and blueprints for new construction, remodeling, or renovations proposed at Page Field for compliance with all applicable building and construction codes and Port Authority standards.

Performs administrative personnel tasks such as performance evaluations, payroll, leave requests and corrective actions as necessary.

Ensures staff has the necessary training, tools, supplies and equipment to perform their tasks safely and effectively.

Coordinates maintenance activities with numerous tenants, contractors and other LCPA departments.

Cultivates positive working relationships with the maintenance team, other LCPA departments and airport tenants. Responsible for keeping the manager and department director informed of any issues or concerns as they arise.

Represents the department professionally in various meetings, when dealing with the public, vendors and other departments.

May be required to travel for conferences and/or training opportunities.

Performs other related work as may be required or directed.

May be required to work any shift, including nights, weekends and holidays.

Assumes the duties of the Maintenance Manager during periods of his/her absence.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:
Knowledge of materials and methods commonly used for airport maintenance activities. 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 an effective working relationship with employees and the public. Ability to prepare reports and keep records. Ability to climb ladders 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. 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:
High school diploma/GED and five years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or an equivalent combination of training and experience required. Minimum of three years of experience in a supervisory or lead capacity required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. IFMA FMP or CFM credentials are preferred.

Must become movement area certified within six months of hire.

Licenses and Certificates:
Possession of a valid Florida driver's license is required. AAE, CM, ACE and other industry or trade accreditations desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

MAINTENANCE SUPERVISOR, SYSTEMS **NON-EXEMPT GRADE: 19**

MAJOR FUNCTION

This is a highly responsible supervisory position tasked with supervising the airport's electronic, computerized, electrical, and automated equipment to include the low voltage security access control systems, security monitoring systems, the airport's perimeter intrusion detection components, associated software, software integrations, the airport's lock and electronic key distribution and installation, electric gate controllers, programmable logic controllers, 400 Hz, and UPS systems. Must be able to work under the direction of the section manager with minimal oversight. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations and corrective actions. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position will ensure the accuracy of entries into the computerized time management system for all subordinates within their section. This position will assume various duties of the section manager during periods of his or her absence. Work is performed under the direct supervision of the Maintenance Systems Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Assigns work orders and ensures work meets or exceeds the expectations and ensures compliance with the EAM OIs.
- Makes daily inspections and oversees the maintenance and repair of Security Access Control Systems, CCTV, Public Announcement System, 400 Hz ground Power Units, building UPS units, Exit Sentry Systems, TSA Duress Systems, Gate Controllers, Fire Alarm, Fire Sprinkler Systems, and related equipment or systems within specified airport locations.
- Determines the need and procures necessary materials and supplies for maintenance, repair and operation of mechanical and electrical equipment.
- Coordinates and inspects 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 public infrastructure, including pavement, electrical, sewer, 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.

GENERAL POSITION DUTIES (cont.)

- Responsible for inventory control of airfield warehouses, tools, equipment. Responsible for ensuring employees meet Port Authority training goals and for promoting education and training in related fields.
- 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. Assists with budget preparation, purchasing, personnel evaluation and corrective actions.
- Responsible for ensuring personnel safety training both in person and virtual.
- Ensures compliance with our personnel policy and procedure manual. Initiates corrective actions in coordination with the section Manager when expectations are not met.
- Ensures accurate entries into the time management system within our policies and procedures.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must possess considerable technical knowledge in the majority of areas of responsibility. Knowledge of materials and methods commonly used for airport and facility maintenance and infrastructure activities. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Systems Manager.

Training and Experience: High school diploma/GED, a minimum of three years of leadership or supervisory experience, and five years of experience in the industrial electronics industry required. Associate's degree in electrical systems, computer science electronics or electrical engineering preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

MINIMUM QUALIFICATIONS (cont.)

Licenses and Certificates: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in Electrical/Industrial Electronics license and any formal education where a degree was obtained is preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/15, 6/19, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

MAINTENANCE SUPERVISOR, TERMINAL **NON-EXEMPT GRADE: 19**

MAJOR FUNCTION

This is a highly responsible supervisory position tasked with directing the overall maintenance and repair of terminal buildings, facilities, structures and systems. Must be able to work under the direction of the section manager with minimal oversight. This position supervises one or more crew chiefs and skilled personnel in the installation, preventive maintenance, predictive maintenance troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment using hand tools, power tools, and various measuring and testing instruments. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations and corrective actions. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position will ensure the accuracy of entries into the computerized time management system for all subordinates within their section. This position will assume various duties of the section manager during periods of his or her absence. Work is performed under the direct supervision of the Terminal Facilities Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Assigns work orders and ensures work meets or exceeds the expectations and ensures compliance with the EAM OIs.
- Makes daily inspections and oversees the maintenance and repair of jet bridges, escalators, duct work, fans, motors, pumps, HVAC equipment, chiller building, electric doors, security doors, elevators, baggage belts, building lighting, and general appearance of all airport facilities.
- Determines the need and procures necessary materials and supplies for maintenance, repair and operation of mechanical and electrical equipment.
- Coordinates and inspects 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 public infrastructure, including pavement, electrical, sewer, 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.
- Responsible for inventory control of terminal warehouses, tools, equipment.

GENERAL POSITION DUTIES (cont.)

- Estimates time and materials for cost construction projects, assists Terminal Facilities Manager with planning of projects, and assigns work and follows progress of work through completion.
- Assists with budget preparation, purchasing, personnel evaluation and corrective actions.
- Responsible for ensuring employees meet Port Authority training goals and for promoting education and training in related fields.
- Responsible for ensuring personnel safety training both in person and virtual.
- Ensures compliance with our personnel policy and procedure manual. Initiates corrective actions in coordination with the section Manager when expectations are not met.
- Ensures accurate entries into the time management system within our policies and procedures.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Must possess considerable technical knowledge in the majority of areas of responsibility. Knowledge of materials and methods commonly used for airport and facility maintenance and infrastructure activities. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Systems Manager.

Training and Experience: High school diploma/GED; a minimum of three years of leadership or supervisory experience; and, five years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or related field required.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience (cont.): Associate's degree in facilities management, engineering, construction management/administration, aviation management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 09/12, 10/13, 03/22, 10/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER II

MAINTENANCE SUPERVISOR, WAREHOUSE **NON-EXEMPT GRADE: 19**

MAJOR FUNCTION

This highly responsible supervisory position directs warehouse activities, including shipping and receiving stocked and non-stocked items and/or finished goods consumed by all Port Authority departments. This position is supervisory to all personnel assigned to them in the organizational chart and will implement personnel evaluations, corrective actions, ensure the accuracy of entries into the computerized time management system. This individual will also work with the Enterprise Asset Management System (EAMS) to ensure LCPA standards are followed. This position will assume various duties of the section manager during periods of his or her absence. Work is performed under the direct supervision of the Programs & Resources Manager and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 50% administrative functions and 50% overseeing field operations.
- Supervises the daily operations of the Lee County Port Authority's main warehouse, sectional storerooms, and warehouse personnel.
- Receives all incoming materials and supply shipments, verifies quantities and description accuracy.
- File any necessary damage reports and store materials in the proper warehouse location(s).
- Frequently required to pick up or deliver materials or supplies and performs escorts as required in secure areas for deliveries as needed.
- Creates, approves, and maintains complete inventory records of all goods received and issued through the EAMS.
- Assists Programs and Resources Manager with planning, budgeting, and purchasing.
- Prepares purchase order requisitions and tracks purchase orders for the main warehouse.
- Responsible for the purchasing of Maintenance Department items, including inventory and departmental-related materials in accordance with LCPA procedures.
- Assembles materials and supplies upon receipt of the work order and/or stock requests; organizes the distribution of materials and issues to authorized personnel.
- Responsible for auditing the fuel system levels and scheduling of quarterly tank system pump calibrations, meters, and components at RSW and FMY. Troubleshoots the fuel systems and schedules minor repairs to the system as needed.
- Conducts performance evaluations for all Warehouse staff.
- Ensures payroll is entered correctly into the time management system per policies and procedures.
- Ensures compliance with the personnel policy and procedure manual. Initiates corrective actions in coordination with the section manager when expectations are not met.
- Implement and monitor safety practices and schedule recurring safety training.

GENERAL POSITION DUTIES (cont.)

- Monitor and coordinate the performance and compliance of vendors and contracted services.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Perform other related work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Must possess considerable technical knowledge in the EAMS, warehousing, and work order processing. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to schedule and supervise the work of a crew performing these activities. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions, including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Must be able to effectively work in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Ability to assume duties in the absence of the Programs and Resources Manager.

Training and Experience: High school diploma/GED; a minimum of three years of leadership or supervisory experience; and, five years of experience in facilities, warehousing, and/or airport operations required. Associate's degree preferred. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY

DEVELOPMENT DIVISION

ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

MANAGER – CAPITAL PROJECTS **EXEMPT GRADE: 26**

MAJOR FUNCTIONS

This is a professional position supporting the Department Director of Engineering & Construction and the Sr. Manager of Capital Projects responsible for the project oversight of large capital projects undertaken by the Lee County Port Authority. The position is primarily responsible for the day-to-day coordination of $100M+ projects at the Southwest Florida International Airport. The primary goal of this individual is to assist in keeping assigned projects on schedule, under budget and fully coordinated. This position requires a significant amount of experience in providing coordination of work associated with a complex infrastructure improvement through multi- disciplined architectural, engineering, and construction contracts.

This management position requires a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership skills. This individual will be responsible for extensive project coordination with other Port Authority Divisions; agencies such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services to support preparation of the following: daily reports, cost estimates, project schedules, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes and related contract amendments, construction documents/specifications, professional service agreements, permits with all required agencies, and other project-related items. Duties include reviewing, interpreting, analyzing, and continually monitoring contract and other project documents during their development to guarantee product remains consistent with Port Authority objectives. This position also requires coordination with various consultants and contractors to establish and maintain project schedule, project budget and milestone project decisions.

This position provides a supporting coordination role within the Engineering & Construction Department; provides an effective communicative link to the other respective Port Authority departments and staff; and provides recommendations to the Department Director of Engineering & Construction or direct supervisor (Sr. Manager – Capital Projects) 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.

GENERAL POSITION DUTIES

- Reports directly to a Sr. Manager - Capital Projects
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership skills.
- Prepares, negotiates, implements, and monitors various types of contracts: engineering/architectural design, construction administration, construction engineering
- inspection, construction management related, and project support services.
- Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.
- Manages external consultants and other consultants serving as an extension of staff 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 construction documents/specifications; professional service agreements; permits with all required agencies; and other project-related items.

- 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.
- Coordinates with departmental staff and other Port Authority internal departments, regulatory/governmental agencies, and others regarding principles of engineering, construction.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Extensive experience in administering professional service contracts and extension of staff.
- General knowledge of engineering principles, professional services contracts, construction administration and construction management principles, construction engineering and inspection, 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 to seven 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.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

MANAGER, AIRPORT OPERATIONS CONTROL CENTER **GRADE:24**
EXEMPT

MAJOR FUNCTION

The Airport Operations Control Center (AOCC) supports daily operations at Southwest Florida International Airport (RSW) and Page Field (FMY). The AOCC is an open, collaborative environment where operational communications and coordination is provided during regular, irregular and/or emergency conditions. The AOCC ensures situational awareness is sustained for airport operations, maintenance, contracts, airport police, fire/medical officials, airport security, tenants, airlines, federal agencies, the general public, and various departments and leadership throughout the Lee County Port Authority.

The Manager, AOCC position provides leadership, support, vision and direction to AOCC staff. Position requires skills in understanding and influencing people, managing direct reports, coordinating administrative functions and representing the department. The primary functions of this position are for building and maintaining a common-operating-picture by proactively planning, monitoring, reviewing, coordinating, communicating, and collaborating airport operational activity from the AOCC with various stakeholders.

Direct reports include a Technology Programs Specialist, AOCC Specialists, AOCC Agents and AOCC Supervisors. This position reports to the Senior Manager of Operations and performs other duties/functions, as assigned, to support and assist the Airport Operations Department.

GENERAL POSITION DUTIES

- Leads the Airport Operations Control Center to maintain a proactive posture and ensure daily and strategic operations meet the LCPA mission, core values, operational priorities, and established procedures.
- Responsible for developing, updating, and maintaining a common-operating-picture and communicating/providing real-time situational awareness to airport leadership and emergency responders.
- Coordinates response protocols and operations with local emergency management agencies, law enforcement and federal agencies.
- Responsible for completing quality assurance/quality improvement evaluations in accordance with established OIs and conducting annual evaluations for assigned AOCC staff.
- Responsible for developing and implementing training within the AOCC and participating in airport-wide training exercises.
- Regularly reviews established guidelines and procedures to suggest improvements, develop new procedures, and ensure alignment with the needs of our internal and external stakeholders.
- Delegates responsibilities and tasks to AOCC staff with the goal of effectively developing

personnel, fostering employee ownership, and to efficiently complete organizational assignments.
- Ensures all technology associated with the operation of the AOCC is in good working order and seeks opportunities for added efficiencies to streamline processes and procedures.
- Perform other tasks or duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:
Considerable knowledge of commercial airport operations to include 14 CFR Part 139; 49 CFR Parts 1540/1542/1544/1546; RSW's Airport Certification Manual (ACM); applicable FAA Advisory Circulars; Lee County Ordinance #94-09 Airports Rules & Regulations; and compliance requirements of the Criminal Justice Information Services (CJIS), National Crime Information Center (NCIC), and the Florida Crime Information Center (FCIC). Establish and maintain effective working relationships with various levels of management, officials, tenants and the general public. Capable of working with a minimum level of direct supervision with the ability to make independent judgments and establish optimum solutions. Ability to maintain records, prepare reports and manage budgets. Ability to plan and coordinate a diverse range of activities which enable, promote or provide continuity of operations at the airport. 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.

Training and Experience:
Bachelor's degree from an accredited university with a degree in Aviation Management, Business Administration or related field is required. Minimum of 5 years progressively responsible experience within Airport Operations or Airport Operations Control Center at a medium or large hub air carrier facility or an equivalent combination of related training and experience may be considered. Leadership experience in similar types of highly responsible positions at a commercial service airport may be taken into consideration in lieu of a Bachelor's degree. Must possess and maintain a valid Florida driver's license. Must successfully pass a background investigation and drug screening. CJIS certification or the ability to obtain CJIS certification within six months required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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.

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
MAINTENANCE DEPARTMENT
TIER I

MANAGER, AIRFIELD & GROUNDS MAINTENANCE **EXEMPT GRADE: 24**

MAJOR FUNCTIONS

This is a highly responsible and professional position tasked with the oversight of all maintenance activities pertaining to the Airfield and Grounds sections. This position provides the daily supervision of the maintenance and repair of the airfield, including airfield lighting, airfield signs and markings, runways, taxiways, aprons, compliance of FAA Part 139 standards and NAVAIDS. This position provides the daily supervision of the maintenance and repair of landside buildings, including but are not limited to, the parking garage, taxi/limo building, vehicle maintenance, field shop, training center, airfield maintenance building, carpenter shop, toll booth/building, airfield vault, taxi/limo building, air freight, all roadways and markings, parking lots, lift stations, fencing and other associated infrastructures. This position also provides the daily supervision of airport grounds, including but not limited to, all landscaping, mowing, irrigation, planting, lakes, ditches, weeds, pest control, trash control and airfield mowing.

This position is responsible to ensure that all work activities conducted by 36 Airfield and Grounds personnel are in compliance with federal, state, and local regulations, and adhere to LCPA policies, procedures, and operating instructions. This position provides the daily oversight of the sections' annual budget in excess of 1 million dollars. This position requires strong organizational and analytical skills necessary to assist in establishing and maintaining the Maintenance Department's predictive and preventative maintenance programs. This position provides oversight in troubleshooting and repair of industrial electrical and mechanical airport systems and equipment. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position supervises the Maintenance Airfield Supervisor, Maintenance Grounds Supervisor, and Coordinator, Airfield and Grounds. Work is performed independently under the direct supervision of the Senior Manager, Facilities Maintenance.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 60% administrative functions and 40% overseeing field operations.
- Manages skilled personnel in the maintenance, repair and operation of all airport airfield and grounds equipment, materials and associated infrastructure as specified above.
- Manages all Airfield and Grounds personnel and ensures personnel are trained and follow all established safety protocols, proper maintenance techniques and work in accordance with established procedures and operating instructions as applicable.
- Provides daily oversight of the procurement process for the Airfield and Grounds sections, including obtaining necessary quotes, creating specifications and ensuring proper ordering, receiving and payment for all parts, materials, services and equipment in compliance with established procurement policy and guidelines.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications.

GENERAL POSITION DUTIES (cont.)

- Maintains the hierarchy of LCPA assets and locations.
- Ensures all maintenance of the airfield, facilities and associated grounds are continuously maintained in compliance with FAR Part 139.
- Understands and adheres to all regulations, operational policies, requirements and specifications established by the Federal Aviation Administration, Lee County Port Authority, Lee County, the state of Florida by virtue of Florida Statutes, or by any other ordinance as required by agency and or law.
- Ensures compliance with the department's EAMS and inventory and warehousing operating instructions.
- Ensures adequate professional development opportunities for Airfield and Grounds personnel and actively encourages participation.
- Provides daily supervision of the sections' talented team members ensuring a high level of morale, collaboration, and partnership in the daily and routine maintenance of the various grounds, facilities, and infrastructure the section is responsible to maintain.
- Conducts routine meetings with sections and team members to brief on status of the section, department, policy changes, budget, departmental and capital projects and to stay on top of any issues or concerns.
- Strives to promote, establish, and maintain positive working relationships throughout the section, the department, division, and the authority.
- Represents the department professionally in various meetings, when dealing with the public, vendors, and other departments.
- Ensures appropriate EAMS data collection during and after emergency operations
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Thorough knowledge of principles and skills involved in the management of airport airfield-related infrastructure, general maintenance and repair of buildings, systems, as well as grounds maintenance and familiarity of FAA Part 139 requirements, safety requirements, and security requirements. Knowledge of budgeting, purchasing and procurement procedures, payment procedures, inventory procedures, computer applications and work order processes. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. 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. Ability to create and establish new preventative maintenance programs. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Possess working knowledge and skills of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; and seven years of experience in building trades, general maintenance, electrical, machinery operation and general construction, and EAMS required. Intermediate temporary traffic control (TTC) required within one year of employment; Advanced TTC preferred. Bachelor's degree in facilities management, engineering, construction management or administration, aviation management, or related field preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. Intermediate temporary traffic control (TTC) required within one year of employment; Advanced TTC preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

Lee County Port Authority
Aviation Division
AIRPORT OPERATIONS DEPARTMENT
TIER I

Manager, Airport Security Compliance

GRADE: 24
EXEMPT

MAJOR FUNCTIONS

As a leader within the Aviation Security & Technology Department (AS&T), manages the processes, programs, procedures, and personnel of both the Airport Operations Communications Center (AOCC) 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 AOCC 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 AOCC 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 AOCC 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

Manager, Airport Security Compliance **GRADE: 24**
EXEMPT

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, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

MANAGER, AIRSIDE OPERATIONS **GRADE: 24**
EXEMPT

MAJOR FUNCTION

This is a professional position in the Airport Operations and Safety Department responsible for managing and overseeing all airside activities at the SW Florida International Airport. In addition to the duties illustrated below, the position is responsible for developing operations agent staff to act independently within the functional area. This position requires that he/she prepares a budget for their area of responsibility, ensures that assigned programs are current in relation to Port Authority policy and industry standards, completes special projects as required, and performs other work as necessary. This position requires independent thinking and decision making capability within the policy framework, as a representative of the Executive Director. Develops procedures and department policy and makes recommendations relative to airport rules and regulations. Work is performed under the general supervision of the senior operations manager.

GENERAL POSITION DUTIES

Operational responsibilities include but are not limited to:

- Reviews daily inspections reports of the airside areas and ensures that work orders are issued in a timely manner to correct discrepancies. Provides oversight and recommendations for recurring problem areas
- Maintain relationships on a professional level at all times and fosters a genuine good working relationship between tenants, government agencies, patrons and Port Authority departments and their personnel
- Ensures the safe and efficient operation of vehicles, aircraft and associated equipment on the airfield in accordance with federal, state and local regulations. Initiates corrective action for noncompliance
- Responsible for the management and welfare of Operations Senior Officers, Operations Officers and Operations Agents

- Evaluates and verifies employee performance through the review of completed work assignments. Identifies staff development and training needs and ensures that the training is obtained

Administrative responsibilities include but are not limited to:

- Develops and maintains the airside portion of the annual operating budget to include capital items
- Prepare records and reports as required
- Accurately records and reports bi-weekly payroll for the airside and intern staff to administrative assistants
- Creating and amending shift assignments/schedules

GENERAL POSITION DUTIES (cont.)

Program responsibilities include but are not limited to:

- Management and oversight of the Gate Management Program and the enforcement of aircraft parking assignments
- Manages the Lee County Port Authority's FAR Part 139 Certification Program to ensure continuous compliance with federal standards
- Coordinates airside construction activities to ensure overall airfield safety and compliance with Airport Rules and Regulations, Operations Instructions, and the Airport Certification Manual
- Assists with the administration of the airport's Wildlife Management Program and initiates wildlife hazard reviews when necessary or required
- Coordinates VIP movements with federal, state, and local agencies
- Ensures all staff receive initial and recurrent training in accordance with FAR Part 139 training requirements
- Provides daily oversight for the Airport Intern Program
- Coordinates monthly FAA ATC working group meetings
- Works as support to other Port Authority departments and outside agencies on hazardous wildlife, noise abatement, and airspace issues
- Oversees animal/bird control for the airport and ensures the proper use of rifles, shotguns, and pyrotechnics for removal, relocation, or depredation of animals/birds on the airfield

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Considerable knowledge of the operations of a medium or large hub air carrier airport. Knowledge of the local, state, and federal laws, rules, and regulations, with the ability to effectively apply them to the airport airside 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 accurate records and prepare 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. Experience must include five years of progressively increasing responsibility in a medium or large hub air carrier facility. AAAE CM or ACE is required. Must have experience providing driver training within an airport movement area. Must have experience using a personal computer/IPAD with a high level of knowledge of Microsoft Office and Google products. Possession of a valid Florida driver's license is required. A private pilot's license and/or airline experience is also desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/07, 03/11, 10/13, 04/14, 01/16, 12//23, 03/24

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

MANAGER, ENGINEERING/CONSTRUCTION **EXEMPT GRADE: 23**

MAJOR FUNCTION

This is a 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 primarily responsible for the day-to-day coordination of $100M+ engineering and construction projects at 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. This position requires a significant amount of experience in the management of multi-disciplined architectural, engineering, and construction improvement projects.

This role is responsible for extensive project coordination with other Port Authority Divisions; agencies such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services and provides a supporting leadership role over the engineering and construction department. 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.

POSITION DUTIES

- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and strong negotiation and leadership skills.
- Manages project scope and intent while independently addressing project-related issues.
- Provides recommendations to the department director and, on occasion, executive staff.
- Develops and maintains relationships to ensure successful project completion throughout its lifecycle.
- Independently coordinates with internal and external stakeholders to address project needs.
- Ensures project excellence through high-quality deliverables from consultants and contractors.
- Coordinates projects across Port Authority divisions and directs project consultants.
- Establishes project budgets, reviews schedules, and manages design and construction coordination.

- Prepares, negotiates, and administers contracts for engineering, architectural design, construction administration, and management services.
- Oversees adherence to standards, quality control, and contract enforcement.
- Manages consultants for project deliverables, including budgets, cost estimates, reports, scopes, construction documents, and permits.
- Supervises departmental staff, ensuring contract documents align with company objectives.
- Recommends procedural and personnel changes to enhance project coordination and communication.
- Participates in critical meetings and contract negotiations, including design milestones, pre-construction, progress, and completion meetings.
- Coordinates with internal departments, regulatory agencies, and other stakeholders to address procurement, insurance, legal, and bonding requirements.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- 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 Port 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 or a combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted.
- Five years' experience in engineering, construction contract administration/management, program management with increasingly demanding management responsibility on large government, public works or airport improvement projects preferred;
- Ability to obtain a Security Identification Display Area (SIDA) clearance.

- A professional engineering license in the state of Florida or the ability to obtain one within one year is desired.
- Certification as a Professional Engineer (PE), Architect, Certified Construction Manager (CCM), Program Management Professional (PgMP), Project Management Professional (PMP) or equivalent preferred.
- A valid Florida driver's license required within 30 days of hire.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

07/16, 01/25

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

MANAGER, ENTERPRISE ASSET **EXEMPT GRADE: 24**

MAJOR FUNCTIONS

This professional position is responsible for the oversight and management of the Maintenance Department's Enterprise Asset Management Solution (EAMS). This position requires a considerable amount of knowledge and experience in asset management systems, facilities management processes and workflows, work and reporting processes, configuration, SQL database management, reporting, key performance indicators (KPIs) development, and data visualization.

This position requires strong organizational and analytical skills necessary to maintain the Maintenance Department's EAMS, predictive maintenance programs, and KPIs. This position will directly supervise the Coordinator, EAMS, have overall responsibility for the Maintenance Department's EAMS, and plan and develop future system enhancements and integrations. This position will report directly to the Senior Manager, Maintenance Administration.

GENERAL POSITION DUTIES

- This position requires sufficient knowledge and experience to oversee several IBM Maximo modules, including but not limited to work orders, purchasing, contracts, inventory, assets, and mobile
- This position is responsible for defining the EAMS operation procedures and guidelines and shall perform routine audits to ensure we are meeting the goals, objectives, and performance metrics
- Support the various sections of the Maintenance Department in work order management, inventory control, report creation, KPI development, and asset management
- Works with section managers to develop, implement, and update predictive maintenance programs.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications.
- Provide system users with support and training related to the use of the Maintenance Department EAMS and ensuring objectives are met
- Identifies areas of improvement within the EAMS and recommends action plans, including systems integrations, business plans, procedures, processes, automation, and reports
- Ensures appropriate EAMS data collection during emergency operations
- Responsible for the accuracy and integrity of EAMS data, including job plans, preventive maintenance schedules, contracts, inspections, and other elements
- Establishes a departmental procedure for work order processes, workflows, work approvals, and review
- Responsible for EAMS reporting and dashboards
- Maintains the hierarchy of LCPA assets and locations

GENERAL POSITION DUTIES (cont.)

- Oversees EAMS training, including mobile applications
- Manages EAMS Coordinator
- Represents the department professionally in various meetings and when dealing with the public, vendors, and other departments
- Responsible for data collection and dissemination during and after airport emergencies
- Duties are typically performed Monday through Friday, but this position may require work outside of those days, including nights, weekends, and holidays.
- Other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in enterprise asset management systems, databases, SQL databases and queries, workflows, KPIs, process improvements, and change management. Ability to effectively implement, manage, and support EAMS and related maintenance software packages to a large employee base. Ability to successfully plan and implement future software enhancements, improvements, and integrations. Ability to build and maintain positive working relationships with internal and external stakeholders. Ability and willingness to assume responsibility and work unusual hours; i.e. evenings, weekends, holidays, and for emergency events as necessary.

Training and Experience: High school diploma/GED; a minimum of five years of experience in a supervisory capacity; and, seven years of experience in enterprise asset management, computerized maintenance management, facilities management, or related fields required. Associate's degree from a college or university with a degree in Facilities Management, Computer Science, Aviation Management, or a related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. AAAE Accreditations or Certifications (AAE, CM, ACE), IFMA (FMP, CFM), or IBM Maximo Asset Management Functional Analyst certification are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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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.

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
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER III

MANAGER, FINANCIAL PLANNING AND PROJECT ACCOUNTING
EXEMPT GRADE: 24

MAJOR FUNCTIONS

This is a professional finance and accounting position responsible for all aspects of the financial oversight of the Port Authority capital projects. The position assists in the development of the Port Authority's annual operating and capital budgets and performs a variety of analyses related to the Port Authority's capital program and ongoing operations. Duties are performed independently under the direction of the finance director, or designee, with assignments and oversight by the development deputy executive director and division director for project-related items.

GENERAL POSITION DUTIES

Manage the project accounting function with limited oversight. Oversee all functions within the project accounting function to include but are not limited to: tracking and reporting of project budget information, performing cash flow projections, reporting on grants, and maintaining software and systems relied upon by the department. Coordinate with the development division and other members of finance to ensure a high-level of communication on pertinent operating budget, project budget and capital planning information. Supervise and develop direct reports within the function.

Assist in the preparation of annual budgets, airline rates and charges, on-going forecasts, and ad-hoc financial reporting, maximizing the use of planning tools to drive efficiencies. Report on Key Performance Indicators (KPIs). Serve as the main point of contact for managing project-related and financial planning software systems. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Knowledge of basic accounting principles. General knowledge of governmental auditing, accounting techniques and requirements. Strong proficiency in financial modeling and forecasting techniques. Advanced skills in Microsoft Excel or Google Sheets, including experience with complex models. Excellent analytical, problem-solving and decision-making skills. Experience with financial planning software and ERP systems. Ability to establish and maintain effective working relationships with consultants, contractors, governmental agencies and Port Authority departments. Ability to effectively communicate financial matters to members of the executive team. 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.

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 of project accounting experience and/or financial planning and analysis experience is desirable. Airport experience preferred. Possession of a valid Florida driver's license is required.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT
TIER II

MANAGER, GEOSPATIAL INFORMATION **EXEMPT PAY GRADE: 23**

MAJOR FUNCTION

This is a professional position supporting the efforts of the development services department with management of Geospatial services that include GIS services, CAD services and other geospatial tasks. Work will be performed under the direct supervision of the department director, deputy executive director and senior deputy executive director. The Geospatial Information Manager is responsible for maintaining the LCPA's enterprise-wide GIS and will act as a liaison between other LCPA departments for GIS services. The Geospatial Information Manager possesses advanced knowledge of GIS and geospatial technologies. In addition, the Geospatial Information Manager has a working knowledge of CAD and BIM and will oversee the integration of these solution

GENERAL POSITION DUTIES

Manager performs professional, responsible work involved in the maintenance and ongoing development of a geographic information system (GIS). Responsible for the maintenance of a GIS database which involves design, ongoing development, training, documentation activities and quality assurance. Additional responsibilities of the Geospatial Information Manager include day-to-day supervision of staff consisting of GIS, CAD and BIM specialists who produce and maintain geospatial data using GIS, CAD and BIM software. The manager is also responsible for directing the planning, design, maintenance, and production of geospatial data and maps. The manager plans, delegates and prioritizes work assignments in accordance with departmental or division objectives; monitors production standards and capabilities and ensures the maintenance of adequate quality and quantity of work. The manager is responsible for managing a Geospatial budget, expenditures and project costs. Conferring with other Port Authority departments to ascertain their geospatial information needs is a significant aspect of the work.

Examples of Essential Duties and Responsibilities:
Tech Leadership

- Leads and manages a team of GIS, CAD, and BIM professionals.
- Selects, implements, and maintains geospatial software and/or hardware.
- Oversees the storage and maintenance of geospatial data, ensuring its accuracy.
- Oversees the data deliverables derived from GIS, CAD and BIM and ensures those deliverables follow the defined standards.
- Determines staff needs and configuration for desktop GIS applications and provide users with technical support, software configuration and training.
- Sets processes, procedures, and training initiatives for field mapping/data collection.
- Performs GIS analysis as assigned utilizing geospatial analyses methods.
- Edits and maintains LCPA's master geospatial database and associated files.
- Creates GIS exhibits utilizing ESRI software and department's printers/plotter.
- Ensures consistency and accuracy of BIM models across all disciplines.
- Oversees GIS, CAD, and BIM software licensing, maintenance, and upgrades.

Data Management and Analysis

- Identifies and manages the change management of processes and workflows to ensure data is kept up-to-date and accurate in a timely manner.
- Ensures integration into design & construction specifications & checklists.
- Implements and executes on the short and long-term vision for geospatial technology within the organization, aligning it with overall business goals.
- Establishes and maintains a structured data management system for CAD drawings and BIM models.

- Implements and maintains data quality standards and maintenance plans across all geospatial disciplines.

Project Management

- Manages geospatial projects, from initial planning to final implementation, including budgeting, scheduling, and resource allocation.
- Collaborates with consultants, stakeholders, and internal LCPA departments to define projects, objectives, processes, workflows, and deliverables.

Client and Stakeholder Relations

- Communicates effectively with stakeholders, including executives, department heads, and external partners.
- Implements, enforces, and maintains the LCPA adopted GIS, CAD, and BIM Standards to ensure consistency and accuracy.
- Collaborates with consultant project teams to ensure GIS, CAD, and BIM deliverables meet requirements and expectations.
- Maintains working relationships with industry professionals and organizations.

Strategic Planning

- Investigates emerging GIS, CAD, and BIM practices, equipment and software and make recommendations on improving systems or processes.
- Develops and manage programs, applications, and tools for data analysis and systems integration.
- Manages integrations with other LCPA departments based on the geospatial roadmap.
- Coordinates with the department director for procuring professional services contracts related to geospatial technology.
- Defines BIM and CAD goals and objectives and align them with the geospatial vision of LCPA.

MINIMUM QUALIFICATIONS

Knowledge, skills and abilities:

- Considerable knowledge of GIS concepts, methods and technologies.
- In-depth data and application development experience 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.
- Experience with supporting applications (CAD, BIM, image processing, Internet, etc.).
- Experience with remote sensing technologies (i.e. aerial imagery, LiDAR, UAS, 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, be a team leader, able to delegate, work well in a team environment, maintain a high degree of professionalism and integrity, and be reliable.
- A Certified GIS Professional (GISP) is a plus.

Training and Experience:

- Bachelor's degree in GIS, Geography, Urban & Regional Planning, Computer Science Engineering or related field and 5+ years GIS experience (including 1+ year supervisory).

- Relevant GIS training/certifications and experience considered in place of a degree.
- Possession of a valid Florida driver's license is required.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER II

MANAGER, HUMAN RESOURCES INFORMATION SYSTEMS (HRIS) EXEMPT 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.

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, Skills and Abilities: 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

01/19, 09/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT
TIER III

MANAGER, INSURANCE & RISK **EXEMPT GRADE: 23**

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 Authority's operations, and makes decisions and recommendations relating to mitigating and/or transferring associated risks. This involves making decisions and recommendations on levels of required insurance coverage for the Authority and its airport tenants, permittees, vendors, and contractors, tracking and collecting information on security deposits and performance guarantees held by the Port Authority, and periodically arranging for or providing training programs related to risk, safety, and any insurance-mandated training for Port Authority employees. Other duties may include assisting with the 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 and, with the assistance of the Authority's insurance consultants and broker, make recommendations on, the Port Authority's insurance and risk management program, including types of insurance and desired levels of coverage.
- Gather and consolidate information from other Port Authority staff as needed to review, complete, update, and submit applications for renewal or replacement policies as needed.
- Periodically procure insurance valuations of all Port Authority owned facilities.
- Maintain an inventory of the Authority's vehicles, and relay changes in the fleet to the Authority's insurers as needed.
- Coordinate with insurance consultants and brokers to procure, bind, and renew the Port Authority's insurance policies.
- Establish and maintain records necessary to track and ensure policies are current and in force for the Authority's desired types and amounts of coverage, and maintain historical policies as needed.
- Review and approve binders, policies, and incoming invoices for premiums.

GENERAL POSITION DUTIES (cont.)

- Prepare forecasts of insurance and other risk management costs for budgeting and planning purposes.

- Develop and update standard insurance requirements for vendors, service providers, construction contractors, tenants, permittees, and other entities the Authority does business with, to insure proper coverage and/or risk transfer.

- Develop insurance requirements for unique contracts or situations as needed

- Review and maintain insurance certificates provided by airport tenants, permittees, vendors and contractors; follow up for revisions and renewals as needed; and review endorsements and/or policies as needed, to maximize counterparty compliance with the insurance requirements of 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.

- Refer claims, or incidents likely to result in claims, against the Authority, to the Authority's insurer(s); coordinate with our insurers' claims representatives and counsel, outside counsel, and the County Attorney's Office, as needed; gather and assemble materials for insurer's initial investigations, and responses to discovery requests; maintain records of claims and related materials, and monitor processing of insurance claims to assist in adjudication or settlement.

- Maintain log of claims and related records, and monitor processing of insurance claims to ensure accurate and timely adjudication or settlement.

- Submit and pursue claims for the recovery of damages to Port Authority property.

- Maintain the Port Authority's compliance with legal requirements related to risk and safety, such as annual workers compensation reporting to the Division of Workers Compensation of the Florida DFS, and reporting of escalator and elevator accidents to the Bureau of Elevator Safety of the Florida DBPR's Division of Hotels and Restaurants.

- Coordinate between injured employees, management, Human Resources, and the Authority's Workers' Compensation insurer, with respect to Workers' Compensation claims.

- Keep Department Director apprised of status and treatment of risks, losses and other matters pertaining to the role.

- Perform related work as required.

GENERAL POSITION DUTIES (cont.)

Training and Development:

- Recommend and coordinate risk/insurance related training activities for LCPA employees, for example, organizing periodic fire drills and anti-harassment training.

- Represent the Authority's risk management interests as a member of the Authority's safety committee, and coordinate with other departments to enhance Authority-wide awareness of safety issues.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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, 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 with a degree in risk management, finance, business, insurance, or related field. Valid Florida drivers license (or the ability to readily obtain one) is required. Experience in managing an insurance program, including such work as risk assessment, risk mitigation, evaluation of insurance needs, insurance purchasing and claims processing or management is preferred. Airport and/or governmental experience, and course work or training in risk management and/or insurance, would be a plus, as would experience in development of public sector insurance portfolios and large construction insurance programs.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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 sesk 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 LCPA 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.

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
AIRPORT OPERATIONS DEPARTMENT
TIER 1

MANAGER, LANDSIDE OPERATIONS **GRADE: 23**
EXEMPT

MAJOR FUNCTION

This is a professional, leadership position within the Airport Operations Department responsible for managing the activities associated with the Landside Operations areas of Southwest Florida International Airport. The Landside Operations Manager's major functions involve overseeing the operations of various Ground Transportation (GT) systems at RSW and supervising the LCPA Ground Transportation Agent staff. GT systems include but are not limited to a Ground Transportation Management System (GTMS), on-demand taxis, pre-arranged ground transportation service providers, on and off airport shuttle services, transportation network companies and rental car operational logistics. The Landside Operations Manager ensures safe and effective operations are sustained and remain in compliance with federal, state, local ordinances, contract terms and conditions, and policies of the executive director or his designee(s). This position requires critical thinking skills, sound decision making capabilities, and proactive initiative. Work is performed under the general supervision and/or direction of the Senior Manager of Operations. The position completes special projects as required and performs other duties as assigned.

GENERAL POSITION DUTIES

- Maintains a continuous awareness of all operational parameters affecting Landside Operations.
- Responsible for the procurement, development, installation, and implementation of the airport's GTMS.
- Responsible for continuity of operations during construction affecting ground transportation operations.
- Responsible for the development and maintenance of all permits and obligations the Authority has with its permittees as they apply to the Airport's 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.
- Requires landside operations budget preparation and oversight. Estimates required funding and personnel requirements necessary for landside operations.
- Assists with researching, developing, and planning long range objectives for the airport relative to landside operations.
- Responsible for selecting, training and supervising ground transportation personnel.
- Manages the Lee County Port Authority's Traveler's Assistance Program and Distressed Passenger Parking Program.
- Manages and works closely with the Taxicab concession to oversee daily activities to ensure contract requirements are met.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER 1

MANAGER, LANDSIDE OPERATIONS **GRADE: 23**
EXEMPT

- Manages the administration and billing of the commercial ground transportation operators.
- Coordinates with the Rental Car concessions to ensure activities affecting customer service and landside operations are consistent with established rules and/or procedures.
- Ensures 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.
- Responsible for the development, oversight, implementation and maintenance of all landside related Operations Instructions.
- Works closely, collaboratively and cohesively with the Operations Department's Airside,Terminal, AOCC and Security Managers to effect seamless operations across all five functional areas.
- All other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable knowledge of medium hub, air carrier airport landside and ground transportation operations. Knowledge of federal, state, and local 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 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 judgements and establish workable solutions. 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. Position requires the ability to work flexible hours to include nights, days, weekends, and holidays. This position may be eligible for limited remote work arrangements.

Training and Experience: Bachelor's degree from an accredited four year college or university with a degree in Aviation Management, Business Administration, Public Administration, or related field with 5 years of progressively responsible experience in airport/aviation operations or ground transportation is highly desired. Leadership experience in similar types of highly responsible positions at a commercial service airport may be taken into consideration in lieu of a Bachelor's degree. Must have experience using two way radios, desktop computer, tablet, and cellular device.

Must have a high level of knowledge and competency with Google and Microsoft Office products. Possession of a valid Florida drivers license is required. Must successfully pass a background investigation and drug screening. Criminal Justice Information System (CJIS) certification or the ability to obtain CJIS certification within six months required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER 1

MANAGER, LANDSIDE OPERATIONS **GRADE: 23**
EXEMPT

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

07/10, 03/11, 10/13, 05/21, 12/23, 1/24, 2/24

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
GOVERNMENT AFFAIRS AND GRANTS DEPARTMENT

MANAGER, LEGISLATIVE AFFAIRS **GRADE: 23**

MAJOR FUNCTION

This managerial level position requires specialized and technical knowledge in managing legislative affairs under the general direction of the department director. The manager of legislative affairs acts as an advisor to the executive director and other senior staff on relevant legislative issues. This position establishes and implements short and long range goals, objectives, policies and operating procedures for the legislative affairs support function. Designs, establishes and maintains a program to accomplish the goals and objectives for a legislative affairs support function. Monitors and evaluates program effectiveness and implements changes required for improvement. This individual is responsible for developing, fostering and maintaining effective working relationships with state legislators, federal congressmen and senators, and any other legislative entities.

GENERAL POSITION DUTIES

The Manager of Legislative Affairs 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. The manager serves as the expert advisor on all legislative matters, including forming key relationships with all federal and state legislative and regulatory authorities. This position will coordinate legislative efforts by working with local, state, and federal governments; developing and maintaining 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 manager 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. Assist the department direct in developing position papers, presentations, or letters related to legislation for presentation to and discussions with members of state and federal delegations to educate them on the potential impacts of the legislation on the Port Authority's airports. Although transportation legislation will be the primary focus, evaluation of legislation in other areas of concentration where there could be regulatory impacts related to the operation of the airport authority or the airport system will include: insurance, medical changes, law enforcement, retirement, fire protection, employment, construction, professional services, environmental, and finance, etc.

Externally, this individual coordinates with government officials, including senators and house members, advocacy groups and citizens to convey the airport's legislative goals. The manager leads the effort to elevate the political and economic profile of the airport facilities with state and federal regulators and policy makers. The manager 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 position monitors proposed legislation, both at the federal and state levels, to determine its impact on the Port Authority's airports; and 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 prepare 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

GENERAL POSITION DUTIES (cont'd)

ACI, AAAE, and FAC. Coordination activities of this position may require frequent in-state and out-of-state travel.

The manager of legislative affairs works under the supervision of the Director of Government Affairs who acts as 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.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: 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. Five (5) to seven (7) years of related experience. 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
TIER I

MANAGER, MAINTENANCE CONTRACTS **EXEMPT GRADE: 24**

MAJOR FUNCTIONS

This highly responsible position will plan, procure, coordinate, and execute the vast majority of contracted maintenance initiatives at Southwest Florida International Airport. These initiatives will include one-time projects, multi-year service provider agreements, and other contracts as necessary to ensure compliance with federal, state, and local regulations and LCPA standards. This position will work closely with airport stakeholders, including department employees, LCPA employees, airport tenants, and LCPA business partners to identify projects produce cost estimates, budget appropriately, identify capable contractors or vendors, complete required procurement procedures, develop project timelines, identify optimal project windows, and closeout projects. This position, with the support of the Maintenance Contracts Supervisor, will also oversee all aspects of the Baggage Handling System (BHS) operation, and Maintenance service provider agreement as well as provide technical oversight of the escalator and elevator maintenance agreement. 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, enterprise asset management solution (EAMS), and budgeting practices. This position supervises the Maintenance Contracts Supervisor and Project Administrator. Duties are performed independently under the direct supervision of the Senior Manager, Maintenance Administration.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 60% administrative functions and 40% overseeing field operations.
- Supervise the Maintenance Contracts Supervisor and Project Administrator
- Complete all aspects of project management to ensure projects are completed Record and report task and project progress with internal and external airport stakeholders; ensure airport stakeholders are kept up to date with the progress and timelines of projects and contract initiatives
- Coordinate and oversee activities relating to various contract service and maintenance agreements, including but not limited to, the BHS, 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.
- Maintain reports, correspondence, records, and documents related to the administration of service and maintenance agreements at the airport.

GENERAL POSITION DUTIES (cont.)

- Prepare specifications for a variety of contract support services, including project scopes, general and technical specifications, performance standards, and procedural requirements. Review and approve payment requests from contract service providers and vendors according to the approved agreement and applicable purchasing policies and procedures, and implement internal controls to monitor provider accounts for the approved budget.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications.
- Implement quality assurance programs to monitor compliance with contract specifications and ensure that proper reporting relationships, contingency, and safety programs are in place.
- Lead the development of the Maintenance Department's multi-year project list with input from other section managers. Assist in the development of the Maintenance Department's 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.
- Confer and cooperate with the section managers and other airport stakeholders to develop, plan, and implement required or requested projects.
- Work closely with the Procurement Office to ensure projects are implemented according to 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.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

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 electromechanical systems; proprietary airport operating systems; and, applicable FAA and TSA regulations, safety, and operational guidelines. Must be able to work independently and retain/recall facts and information when needed. Must 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, establish, and maintain an accurate and efficient recordkeeping system. The employee is occasionally exposed to high, precarious places. The noise level in the work environment can be very loud.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Possess working knowledge and skills of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; and, seven years of experience in building trades, general maintenance, general construction, airport systems, EAMS, and applicable FAA regulations required. Bachelor's degree from an accredited college in business management, airport management, or related field is preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

MANAGER, MAINTENANCE SYSTEMS **EXEMPT GRADE: 24**

MAJOR FUNCTION

This is an extremely responsible position providing oversight and management of the airport's electronic, computerized, electrical, and automated equipment to include the low voltage security access control systems, security monitoring systems, the airport's perimeter intrusion detection components, associated software, software integrations, the airport's lock and electronic key distribution and installation, electric gate controllers, programmable logic controllers, 400 Hz, and UPS systems. Manages the daily workflow of supervisory staff and several highly skilled electronic technicians. Monitors expenditures and prepares the annual budget for the Systems group. Approves travel for training seminars, schedules continuing development credentialing, reviews work orders data for trend analysis, and establishes preventative maintenance procedures. Coordinates with all maintenance sections, senior management, other departments, and airport stakeholders routinely. Solicits contracted services as needed. Maintains parts inventory supplies and manages proposed project planning.

This position is responsible to ensure that all work activities conducted by 10 Systems Maintenance personnel are in compliance with federal, state, and local regulations, and adhere to LCPA policies, procedures, and operating instructions. This position provides the daily oversight of the sections' annual budget of approximately 1 million dollars. This position monitors and approves work orders through the use of the Enterprise Asset Management System (EAMS) for all subordinates within their section. This position supervises the Maintenance Systems Supervisor and Coordinator, Systems and Terminal. Work is performed independently under the direct supervision of the Senior Manager, Facilities Maintenance.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 60% administrative functions and 40% overseeing field operations.
- Oversee the overall maintenance and repair of the airport's electronic, computerized, and automated systems, including security access control, CCTV, public announcement system, programmable logic controls (PLCs), variable frequency drives (VFDs), 400 Hz ground power units, UPS units, exit sentry alarm, TSA duress, perimeter intrusion detection system (PIDs), gate controllers, fire alarm functions, and lock and key maintenance.
- Develop and implement training programs relative to the overall improvement of Systems Maintenance.
- Plan/develop preventative maintenance programs and work procedures for each type of repair category.
- Determine and purchase components needed for inventory supplies; plan projects, review specifications, the scope of work, and manpower requirements for work assignments.

GENERAL POSITION DUTIES (cont.)

- Understands and adheres to all regulations, operational policies, requirements and specifications established by the Federal Aviation Administration, Lee County Port Authority, Lee County, the state of Florida by virtue of Florida Statutes, or by any other ordinance as required by agency and or law.
- Conducts routine meetings with sections and team members to brief on status of the section, department, policy changes, budget, departmental and capital projects and to stay on top of any issues or concerns.
- Strives to promote, establish, and maintain positive working relationships throughout the section, the department, division, and the authority.
- Represents the department professionally in various meetings, when dealing with the public, vendors, and other departments.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications.
- Ensures appropriate EAMS data collection during and after emergency operations.
- Provides technical assistance to other LCPA departments when called upon.
- Maintains accurate records of work orders in the department's EAMS, purchase requests, spreadsheets, equipment repair logs, and equipment asset logs.
- Provides immediate supervision of the section's administrative personnel duties, including but not limited to, performance appraisals, corrective action disciplinary procedures, family leave, payroll, travel, etc.
- Prepares budgetary data for the Department Director and Senior Manager as required.
- Must be able to foster positive working relationships with the maintenance team, his/her crew, other LCPA department personnel, tenants, and the traveling public.
- Performs all other work as required or directed.
- Responsible for keeping the Senior Manager and Department Director informed of any issues or concerns as they arise related to personnel, systems, components, etc.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable and 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 have extensive knowledge in 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 programming utilities involving automated equipment and various related test equipment. Knowledge of budgeting, purchasing and procurement procedures, payment procedures, inventory procedures, computer applications and work order processes.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. 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. Ability to create and establish new preventative maintenance programs. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Possess working knowledge and skills of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; and, seven years of experience in the industrial electronics industry and EAMS required. Bachelor's degree in electrical systems, computer science electronics, or electrical engineering is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/15, 6/19, 10/21, 12/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT
TIER I

MANAGER, NETWORK SECURITY **EXEMPT GRADE: 24**

MAJOR FUNCTIONS

This is a professional technical position involving all functions of security management. The incumbent balances workload between system support, new system analysis, network security design and implementation with a focus on security, management of the network firewalls, intrusion detection and prevention. The incumbent coordinates, plans and schedules work with vendors, consultants and other Port Authority divisions and departments. Work is performed under the general supervision of the information Technology Service Design Manager while exercising considerable independence with minimum daily contact with the manager.

GENERAL POSITION DUTIES

Establishes network security configurations by conferring with technical staff and business owners; analyzing workflow, access, information, and security requirements; design and configure network security solutions like firewalls, VPNs, and intrusion detection systems, and monitor network security incidents to ensure compliance with industry standards. Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. Monitor and evaluate firewall logs and evaluate anomalies; develop and implement firewall policies; plan and execute the selection, installation, configuration, and testing of firewalls and edge security equipment; establish secure connections and firewalls. Responsible for network (WAN, LAN, WLAN) security, intrusion detection and prevention. Responsible for PCI Data Security. Perform 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. Assists the Network Manager as required. Reviews network administration service requests and requests for change.

Responds to questions and/or problems relative to firewall 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 vendors. 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., ISACs, 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.

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, Skills, and Abilities: 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 a related field plus a minimum of five years' experience including installation and support of network firewalls 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 Palo Alto firewalls. Cybersecurity certifications a plus.

Licenses/Certificates: Possession of a valid Florida driver's license is required. Palo Alto Certification desired.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION
TIER I

MANAGER, OPERATIONS **NON-EXEMPT GRADE: 23**

MAJOR FUNCTIONS

This highly responsible management position reports to the director, Page Field. 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.

Manages and oversees the contract for management and crew services for the Authority's aircraft.

Provides direction and follows up on progress of the operations safety coordinator.

Upon direction, may assume the responsibilities of the director, Page Field 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.

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 is preferred. A minimum of five or more years of progressively responsible experience in airport, aviation or business operations is required. Any combination of related training and experience, which demonstrates the ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license is required within 30 days of hire.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

02/18, 10/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/GENERAL AVIATION
TIER I

MANAGER, PAGE FIELD MAINTENANCE **EXEMPT** **GRADE: 24**

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 director, Page Field.

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 director 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 director 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 director informed of any issues or concerns as they arise related to personnel and critical systems and infrastructure.

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 works nights, weekends, and holidays as necessary.

Complete special projects as assigned.

May assume the duties of director, Page Field in his or her absence.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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 is preferred. Minimum of seven years airport maintenance experience with a minimum of five years in a supervisory capacity preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license Required. AAAE, ACE certification desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

MANAGER, PROGRAMS & RESOURCES **EXEMPT GRADE: 24**

MAJOR FUNCTIONS

This managerial position is responsible for the oversight of the departmental operating budget (creation and reconciliation), departmental safety and functional training, fleet and equipment, policies and procedures, and warehouse operation. This employee will serve as the direct supervisor of the Programs Coordinator, the Programs & Resources Coordinator, Mechanics Supervisor, Warehouse Supervisor, and Sign Shop. The 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 and assist in the implementation of predictive maintenance programs. This employee will serve as the LCPA fleet manager and oversees the preventive and corrective maintenance activities of fleet vehicles and equipment. Establishes and maintains procedures for ordering, receiving, storing, and issuing supplies and materials purchased and consumed by all Port Authority departments. This position is responsible for the expenditure, oversight, and forecast of the Resources operating budget. This position performs research and assists the Senior Manager, Maintenance Administration and Department Director with reports, projects, and programs as necessary. The employee must possess the understanding and knowledge of budgetary and purchasing policies and procedures, training programs, and safety standards to implement and administer a departmental safety and functional training program. All training shall be done per FAA, federal, and state requirements as applicable by law.

The employee must have knowledge of the department budget, Enterprise Asset Management System (EAMS), predictive maintenance programs, and warehouse operations. Work is performed independently under the direct supervision of the Senior Manager, Maintenance Administration.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 60% administrative functions and 40% overseeing daily operations.
- Defines and establishes quarterly, annual, and as-needed reports for the department's training records.
- Maintains and conducts all required audit of assigned fixed assets
- Supervises budget creation, forecasts, and reconciliation. Tracks and forecasts utility expenditures.
- Analyzes, organizes, and standardizes operating instructions and procedures for the department, 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.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications.

GENERAL POSITION DUTIES (cont.)

- Confers and cooperates with the section managers to ensure operating instructions are implemented and followed.
- Ensures adequate professional development opportunities for Resources and Programs personnel and actively encourages participation.
- Provides daily supervision of the sections' talented team members ensuring a high level of morale, collaboration, and partnership in the daily maintenance of the fleet, sign shop, and warehouse operation
- Conducts routine meetings with sections and team members to brief on status of the section, department, policy changes, budget, departmental and capital projects and to stay on top of any issues or concerns.
- Strives to promote, establish, and maintain positive working relationships throughout the section, the department, division, and the authority.
- Represents the department professionally in various meetings, when dealing with the public, vendors, and other departments.
- Maintains training records and assists in the development of policies and procedures for worker safety and functional area training.
- Works closely with the Purchasing Department to ensure the contract database is up-to-date and provides timely notifications when they are about to expire.
- Controls and monitors departmental purchasing of supplies and materials for the main warehouse and vehicle maintenance storeroom. Work in collaboration with other section managers on inventory levels and oversight of the various storerooms throughout the campus.
- Oversees preventive maintenance and corrective repairs of RSW fleet vehicles and equipment per Federal Aviation Regulations, applicable state statutes, county ordinances, and LCPA Operating Instructions.
- Responsible for the procurement of new and replacement vehicles.
- Responsible to ensure that all vehicle records are complete and accurate, including vehicle titles, registrations, and work order records.
- Oversees the management of the LCPA fuel management system and ensures compliance with applicable reporting requirements.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable working knowledge of all Microsoft Office, Google Workspace, and highly proficient in the use of spreadsheets, databases, EAMS, and safety systems. 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.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): 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. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform administrative personnel functions including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions.

Training and Experience: High school diploma/GED; a minimum five years of supervisory experience; and, seven years of related experience, which may include building trades, general maintenance, general construction, airport systems, EAMS, and applicable FAA regulations required. Bachelor's degree from an accredited college in business management, airport management, or related field is preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. Intermediate temporary traffic control (TTC) required within one year of employment; Advanced TTC preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/20, 12/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES & RISK MANAGEMENT DEPARTMENT
TIER III

MANAGER, PROPERTIES **GRADE 23**

MAJOR FUNCTIONS

This professional position supports the goals, objectives and efforts of the Lee County Port Authority 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, preparation, and administration of leases, licenses, permits, and other revenue producing agreements, 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; and 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 and Risk Management.

GENERAL POSITION DUTIES

- Assist with the negotiation, drafting, and preparation of, leases, licenses, permit agreements, and other contracts with current and future tenants and other business partners leasing space at, or doing business at, Southwest Florida International Airport or Page Field, including but not limited to airlines, service companies, and various types of aeronautical and non-aeronautical businesses.
- 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.
- 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 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 closely with other departments such as Maintenance, Engineering, Development Services, General Aviation, and Legal, as well as senior and executive staff, tenants, and government agencies regarding real estate matters, property management, contract compliance, and land development.
- Coordinate with the Procurement Department and other staff or consultants as needed to develop and/or assist with requests for proposals, bids, and letters of interest, for airport opportunities.
- Makes independent decisions regarding work assignments and workload priories. Exercise good judgment effectively and in a professional manner.
- Maintain inventory of available and leased land and space at both airports, including data on square footage and rental rates.

GENERAL POSITION DUTIES (cont):

- Conduct industry research related to various airport properties issues through networking, organizational contacts; Conduct surveys with tenants, airports, and related industries.
- Participate in meetings/events associated with airport operations, airlines, rental car companies and other service providers.
- Assist with ongoing administration of leases and permit agreements. Handle frequent inquiries from the public, including existing/prospective tenants, permittees, brokers, developers, appraisers.
- Provides excellent customer service to all internal and external customers. Communicates effectively and professionally; independently answers inquiries, requests and relays messages and instructions effectively.
- Contributes to the positive morale of the organization. Recommends new approaches, policies and procedures to influence continual improvements in efficiency of the department and services performed.
- Assist in the management of the Properties Department in all applicable areas and as needed by the Department Director.
- All other duties as assigned.

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 workload priorities. Requires strong oral and written communication skills, planning and decision-making skills, problem solving skills, interpersonal 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: Graduation from a four-year college or university with a degree in business administration, business management, economics or related field; and a minimum of 5 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. Airport and/or governmental experience, and course work or training in commercial real estate would be a plus. Florida Bar Registered Paralegal is preferred.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

12/10, 02/11, 10/13, 11/18, 10/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

MANAGER, TERMINAL FACILITIES **EXEMPT 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 firefighting (ARFF) station, and interior of the rental car building at the Southwest Florida International Airport (SWFIA). 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. In addition, this position coordinates closely with Systems Maintenance 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. This position ensures the proper use of the department's Enterprise Asset Management System (EAMS) within their section as well as providing the oversight and management of the section's tool and inventory storeroom(s). The Terminal Maintenance section works three shifts 24/7/365. This position coordinates and monitors LCPA and tenant contractors as required.

This position is responsible to ensure that all work activities conducted by 36 personnel are in compliance with federal, state, and local regulations, and adhere to LCPA policies, procedures, and operating instructions. This position provides the daily oversight of the sections' annual budget in excess of 1.3 million dollars. This position requires strong organizational and analytical skills necessary to assist in establishing and maintaining the Maintenance Department's predictive and preventative maintenance programs. This position supervises the Terminal Maintenance Supervisors and Coordinator, Systems and Terminal. Work is performed independently under the direct supervision of the Senior Manager, Facilities Maintenance.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 60% administrative functions and 40% overseeing field operations.
- Supervises personnel in the operation of ordering and rebuilding of appropriate parts, tool acquisition, and other equipment in accordance with the proper LCPA procurement and insurance policies and procedures, as applicable.
- Ensures the proper utilization of the department's EAMS by verifying all maintenance and repair initiatives for various parts, pieces, systems, and assets are recorded. This includes all parts used, all labor hours, tradesworker 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's inventory policies and procedures.
- This position coordinates maintenance activities with numerous tenants, their contractors, and other LCPA departments.

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 manufacturers' recommendations.
- Ensures personnel is properly trained in all facets of their area of responsibility and that they remain current on industry trends. Understands and adheres to all operational policies established by the LCPA, Federal Aviation Administration (FAA), and the Transportation Security Administration (TSA) or any other governmental agency as required.
- Works closely with the section managers to standardize job descriptions, functions, position duties, and qualifications
- Is aware of all proper safety procedures and ensures all jobs are performed in compliance with LCPA procedures.
- Provides immediate supervision of the Terminal section's administrative personnel duties, including but not limited to, performance appraisals, corrective action disciplinary procedures, family leave, payroll, travel, etc.
- Prepares budgetary data for the Department Director and Senior Manager as required.
- 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 manufacturers' recommendations.
- This position coordinates maintenance activities with numerous tenants, their contractors, and other LCPA departments.
- Must be able to foster positive working relationships with the maintenance team, his/her crew, other LCPA department personnel, tenants, and the traveling public.
- Responsible for keeping the Senior Manager and Department Director informed of any issues or concerns as they arise related to personnel, systems, components, etc.
- Represents the department professionally in various meetings and when dealing with the public, vendors, and other departments.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

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. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Ability to review and comment on complex plans and specs for capital projects, in house projects, and tenant improvements projects as required.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): 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, and establish new preventative maintenance programs for all types of equipment as they come online. Ability to establish specifications for new equipment, related systems, and contract services that may be required in the performance of maintenance responsibilities. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to perform administrative personnel functions including but not limited to, onboarding, performance appraisals, payroll, leave requests, and corrective and disciplinary actions. Possess working knowledge and skills of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; and, seven years of experience in building trades, general maintenance, electrical, machinery operation, EAMS, and general construction required. Bachelor's degree in facilities management, engineering, construction management/administration, aviation management, or related field preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

MANAGER, TERMINAL OPERATIONS **GRADE: 23**
EXEMPT

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 designee. 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 Agents, Lost and Found Agent 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 make 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 payroll service.
- Ensures accurate records and timely responses to terminal related customer and tenant complaints.
- Works closely, collaboratively and cohesively with the Operations Department's Airside and Landside Managers to effect seamless operations across all three functional areas.
- All other duties as assigned.

AIRPORT OPERATIONS DEPARTMENT
MANAGER, TERMINAL OPERATIONS

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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. This position may 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 computers tablets, mobile phones 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. Must successfully pass a background investigation and drug screening. CJIS certification or the ability to obtain CJIS certification within six months required.

EMERGENCY RESPONSE ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

8/03, 10/13, 04/14, 2/15, 6/20, 12/23, 03/24, 04/24

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/BASE OPERATIONS
Tier II

MARKETING COORDINATOR **EXEMPT GRADE: 17**

MAJOR FUNCTION

Responsible for the development, implementation and coordination of marketing activities related to customer acquisition and retention in support of Base Operations and Page Field. This unique position requires initiative, creativity, independent judgment, excellent communication and organizational skills and the ability to work with minimal oversight. The Marketing Coordinator receives direction from the General Manager, Director of Page Field or other higher level supervisory or management personnel within the Lee County Port Authority.

GENERAL POSITION DUTIES

- Develops Base Operations and Page Field marketing plans.
- 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.
- 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.
- Plans events to enhance customer relations and community support, including the annual customer appreciation luncheon and presentation of the Page Field Ambassador Award. Develops communications and materials; arranges catering and rentals; maintains event budget and coordinates participation with other departments.
- 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. Participates in marketing and sales visits to existing and prospective customers.
- Develops, maintains and manages Base Operations web site; coordinates with LCPA Communications & Marketing department for updates to Page Field web site.
- 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 archive.
- 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.
- Prepares Human Resource documents and electronic requests.
- Assists general manager in preparation of marketing budget.
- Coordinates Page Field internship program.
- Completes special projects as assigned which may include marketing research, gathering statistical data or polling of airports and business. Prepares documents and spreadsheets as needed. Develops Power Point presentations.

INCIDENTAL DUTIES

- Maintains currency on essential authority communications by monitoring email daily & responding as required.
- Must be available for contact via text, email or telephone at any time. Schedule restrictions may apply during seasonal timeframes.
- Position requires individual to effectively use his/her time while working as scheduled.
- May assume duties of the Coordinator, Page Field, in his/her absence.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Position requires knowledge of marketing, advertising and communications practices; project management and event planning.
- Must possess excellent writing, speaking, creative, technical and analytical skills. Must be able to effectively communicate with staff and management.
- Must have considerable knowledge of administrative practices, office procedures, business English, proofreading and bookkeeping.
- The ability to maintain professional appearance and demeanor, and adaptability in multiple business environments is essential.
- Ability to manage multiple projects and priorities simultaneously.
- Willingness to travel several times per year is essential.
- Must have 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.
- 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.
- Knowledge of general aviation aircraft, FBO operations, flight line and airport operations to include aircraft servicing and handling is a plus.

TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in business of 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.

LICENSES AND CERTIFICATIONS:

- Possession of valid Florida driver's license is required.
- Must maintain a valid State of Florida driver's license or possess a valid out of state driver's license with the ability to obtain the State of Florida driver's license within 30 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/16, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

MASTER POLICE OFFICER **NON-EXEMPT GRADE: 6452**

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 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 Master police officer is responsible to their shift lieutenant.

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. May serve as a Field Training Officer (FTO) and may assist and/or serve as a first line supervisor when directed. Performs related duties as required.

MINIMUM QUALIFICATIONS

(FOR CAREER ENHANCEMENT FROM SENIOR POLICE OFFICER TO POSITION OF MASTER POLICE OFFICER)

1) Five (5) years of continuous service as a sworn law enforcement officer with the Lee County Port Authority Police Department. Candidates are to make application 30 days prior to their eligibility service date.

2) Satisfactory performance evaluations.

3) Recommendation of immediate supervisor.

4) Review of disciplinary action.

5) Completion of Line Supervision or equivalent.

6) Completion of one of the following advanced/specialized training courses, or equivalent:

a) Building & Maintaining Sound Behavioral Climate

b) Developing & Maintaining a Sound Organization

c) Middle Management

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. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Must possess exceptional customer service skills.

Training and Experience: High school diploma / GED is required. Florida law enforcement certified or currently enrolled in a basic police recruit academy or crossover required. Must be at least 19 years of age and a citizen of the United States. Must be able to successfully pass a physical exam, polygraph exam, and a psychological assessment prior to employment. Must be able to complete Field Training Officer process within first year of 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.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.
- Communicate clearly and concisely, both orally and in writing.
- Read and write comprehensive reports.
- Perform under stressful situations firmly, courteously, tactfully, and professionally.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Operate motor vehicles and demonstrate "performance" driving techniques.
- Participation in a significant amount of training including firearms and rifle training.
- Obtain and record information through interviews, interrogation, and observation.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.

- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.
- Effectively and discreetly handle confidential material.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

Important Notice: A complete and thorough police background investigation will be conducted that will include a psychological profile and a polygraph examination. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER III

MASTER TRAFFIC CONTROL SPECIALIST **NON-EXEMPT GRADE: 6455**

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 Master Traffic Control Specialist reports to the Traffic Control Lead and follows the Chain of Command for the Lee County Port Authority Police Department.

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.
- 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 as assigned.

MINIMUM QUALIFICATIONS

(FOR CAREER ENHANCEMENT FROM SENIOR TRAFFIC CONTROL SPECIALIST TO POSITION OF MASTER TRAFFIC CONTROL SPECIALIST)

1) Five years of continuous experience as a traffic control specialist with the Lee County Port Authority Police Department. Candidates are to make an application 30 days before their eligibility service date.

2) Must complete the requirements of Senior Traffic Control Specialist.

3) Satisfactory performance evaluations.

4) Recommendation of immediate supervisor.

5) Review of disciplinary action.

6) Completion of four of the following advanced/specialized training courses, or equivalent, that has been identified as applicable to the needs of the APD.

a) Problem Solving and Critical Thinking Skills

b) Service Management - Building Service Quality

c) Introduction to Service Management

d) Develop Your Emotional Intelligence

e) Intrapersonal Communication and Development Key Traits

f) Coping Skills - Freedom from Stress and Pain

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. 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 public and employees at RSW. Ability to operate communications equipment, 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 under various weather conditions 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 thorough police background investigation. Ability to communicate effectively with the public, maintaining tact and good judgment while promoting exceptional customer service. Upon employment must possess and maintain a valid Florida driver's license.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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;

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
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.

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.

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.

08/06, 02/11, 10/13, 05/15

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.

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
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

MANAGER, IT TECHNOLOGY SYSTEMS **GRADE: 24**

MAJOR FUNCTIONS

This is a responsible professional technical position involving all functions of local and wide area computer systems network. 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 Information Technology Department Director while exercising considerable independence with minimum daily contact with the manager.

GENERAL POSITION DUTIES

Plans and installs local and wide area computer networks, related peripherals, operating network software and monitors their effectiveness. Assists in the selection of new hardware and software. Enforces documentation standards and guidelines. Researches and corrects all problem areas through the use of established guidelines. May perform on-site training of required network applications. Administers all networks used by the Authority. Responds to questions and/or problems relative to network system 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 Technology Department 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.

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 NT 4.0 or greater. Implementation of Cisco Routers, and UNIX highly desired.

Licenses/Certificates: Possession of a valid Florida driver license is required. Microsoft Certification desired.

06/06, 03/11, 10/13

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT

MANAGER, PLANNING & ENVIRONMENTAL COMPLIANCE GRADE 24

MAJOR FUNCTION

This is a professional position to provide oversight for aviation and county-wide comprehensive planning and environmental-related projects and permit compliance for Southwest Florida International Airport (RSW), Page Field (FMY), and the Lee County Port Authority's (LCPA) 7,000 acre offsite mitigation park. This position works under the direction of the department director of planning and environmental compliance. Work requires extensive coordination, cooperation, and communication with government agencies, consultants, contractors, tenants, permitting agencies and other LCPA staff to oversee various aspects of planning and environmental compliance projects and permitting. This position supervises the airport planner and environmental project coordinator; and supports the director in managing the planning and environmental programs to ensure successful outcomes.

GENERAL POSITION DUTIES

This position ensures compliance for RSW, FMY, and mitigation park for many different types of planning efforts and permit requirements, along with developing and advancing the planning and environmental program to keep up with the latest information and guidance. Following is a list of duties:

- Oversees master plan updates and ALP changes
- Oversees noise and tall structure permitting programs
- Oversees Lee County Development reviews
- Oversees environmental permitting, other environmental regulatory requirements and permit compliance
- Monitors and prepares for new regulations and guidance affecting the airport facilities and the aviation industry; and evaluated impacts to facility operations
- Maintains positive working relationships with federal, state and local regulatory personnel
- Works cooperatively with consultants to provide scope and fees for various types of environmental projects
- Oversees the National Pollution Discharge Elimination System (NPDES), Spill Prevention Control Countermeasures (SPCC) and the Stormwater Pollution Prevention Plans for RSW & FMY
- Oversees contamination/spill remediation projects
- Oversees the hazardous wildlife program and hazardous wildlife working group
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Knowledge of any or all of the following:

- Aviation planning
- Local comprehensive land use planning
- Federal, state, and local environmental regulations, and permitting requirements
- Knowledge of Southwest Florida ecology
- Ability to review and analyze planning & 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, and federal, state, and local permitting and funding agency staff

Training and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in aviation, planning, environmental/natural science or related field. A minimum of five years experience in aviation, planning and/or environmental/permitting or related field. Management experience preferred. A combination of education and experience, which demonstrates ability to perform duties effectively may be accepted. Possession of a valid Florida driver's license 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.

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
ENGINEERING AND CONSTRUCTION DEPARTMENT

MANAGER, ENGINEERING/CONSTRUCTION **GRADE: 23**

MAJOR FUNCTION

This is a 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 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 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.

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; permits with all required agencies; 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.

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 Port 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 required; and five years experience in engineering, construction contract administration/management, program management with increasingly demanding management responsibility on large government, public works or airport improvement projects preferred; or a 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's license required.

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.

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
COMMUNICATIONS AND MARKETING DEPARTMENT

MARKETING MANAGER **GRADE: 24**

MAJOR FUNCTION

This is a highly professional leadership position reporting to the director of communications and marketing. This position requires a stakeholder role in the community and involves developing and implementing dynamic marketing plans, primarily geared towards revenue enhancing opportunities at Southwest Florida International Airport and Page Field.

GENERAL POSITION DUTIES

Develops and manages initiatives to include branding, identifying target audiences and executing marketing campaigns. Should be proficient and knowledgeable in electronic marketing techniques including social, digital and website, advertising, collateral materials and graphics. Must be able to create and deliver presentations to multiple audiences, as well as execute special events such as promotions, conferences and community events. Requires an innovative thinker with business and political acumen able to quickly discern revenue opportunities and then build a targeted campaign to promote the organizational agenda. Campaigns may include but aren't limited to commercial land development, airport parking and airport advertising. Participates in preparation of departmental operating budget and oversight of departmental fiscal matters. Focuses on maximizing aviation and non-aviation revenues while driving customer satisfaction. Participates as needed in communications campaigns aimed to educate business partners and stakeholders about the role of the port authority. Works closely with staff at all levels and other port authority departments including but not limited to properties, air service development, finance, development services, operations, information technology, risk management and purchasing. Works well with partner entities, including but not limited to local Economic Development Offices, Visitors and Convention Bureaus, Enterprise Florida, etc. Performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Comprehensive knowledge of modern marketing issues, theories, principles and practices. Superior written and verbal communication skills, as well as attention to detail. Creative and thoughtful on how new media technologies can and should be utilized. Ability to effectively present to all audience sizes. Ability to multi-task and prioritize numerous major projects. Strong interpersonal skills with the ability to lead and represent the organization.

Training and Experience: Graduation from an accredited college or university with a minimum of a bachelor's degree, preferably in marketing, business, airport management or a related field and seven years of comparable experience. Membership in the American Marketing Association with a Professional Certified Marketer (PCM), Society for Marketing Professional Services with a Certified Professional Services Marketer (CPSM) or Accredited Airport Executive (AAE) preferred. Valid Florida driver's license, or the ability to quickly obtain one, is required.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

MANAGER, SYSTEMS ADMINISTRATION
GRADE: 24

MAJOR FUNCTIONS

This is a professional technical position involving developing, leading and motivating the systems administration team which oversees all aspects of server administration and data center management. The incumbent balances workload between new system analysis and related projects, mentoring and monitoring server administration staff and management of the data centers. The incumbent coordinates, plans and schedules work with vendors other Port Authority divisions and departments. Incumbent will serve as team leader and mentor to other system administrators and desktop engineers working within the IT Design group. Work is performed under the general supervision of the senior manager of service design while exercising considerable independence with minimum daily contact with the senior manager.

GENERAL POSITION DUTIES

Participates in technical project discussions with other departments to provide professional advice and recommendations regarding IT infrastructure and software solutions. 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 resolves 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 Port Authority. Responds to questions and/or problems relative to server usage throughout the user community and takes the necessary action to resolve the problem. Performs related work as required. Supervises systems administrators and/or desktop engineers 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.

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.

MINIMUM QUALIFICATIONS (cont.)

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 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's license is required. Microsoft Certification desired.

09/09, 03/11, 10/13, 11/15, 04/16

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.

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
AIRPORT OPERATIONS DEPARTMENT
TIER I

OPERATIONS OFFICER **GRADE: 17-84**
NON-EXEMPT

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 of any discrepancies. 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.

- 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.

GENERAL POSITION DUTIES (cont.)

- Maintains a 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, Skills, and Abilities: Considerable knowledge of laws, rules**,** and regulations that 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 are 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. This position does not qualify for remote work.

Training and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in aviation management, business administration, or related discipline is highly desired, or an adequate level of aviation experience is required. 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

OPERATIONS DUTY AGENT **GRADE: 15-84**
NON-EXEMPT

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.

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 a 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.

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, Skills and Abilities: Considerable knowledge of laws, rules and regulations that 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 are 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. This position does not qualify for remote work.

Training and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in aviation management, business administration or related discipline highly desired, or an adequate level of aviation experience 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. A private pilot's license ~~(FAA Part 135 IFR rating)~~ is highly desirable. Prior 139 Ops Agent experience desirable.

Longevity/Promotability: All entry level syllabus requirements must be met.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/13, 10/13, 01/15, 07/15, 6/17,03/18, 09/23, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER III

PART TIME TRAFFIC CONTROL SPECIALIST **NON-EXEMPT GRADE: 6453**

MAJOR FUNCTION

This is a part time position that assists the Port Authority in its efforts of efficient movement of motor vehicles and pedestrian traffic within areas designated, and with the fulfillment of the airports' responsibilities toward unauthorized access into restricted areas. The Traffic Control Specialist reports to the Traffic Control Lead and follows the Chain of Command for the Lee County Port Authority Police Department.

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.
- Assist individuals with information and/or directions.
- Perform all other duties as 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. 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 public and employees at RSW. Ability to operate communications equipment, 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 under various weather conditions 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; must successfully pass a physical, drug screening, and thorough police background investigation. Ability to communicate effectively with the public, maintaining tact and good judgment while promoting exceptional customer service. Upon employment must possess and maintain a valid Florida driver's license.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD/BASE OPERATIONS
Tier II

PART-TIME CUSTOMER SERVICE AGENT **NON-EXEMPT GRADE: 8**

MAJOR FUNCTION

A Part-Time Customer Service Agent with Base Operations at Page Field, Lee County Port Authority, is trained to perform a variety of customer-oriented tasks coordinating services for private and business aircraft at Page Field. This position receives direction from the Shift Lead, Customer Service Supervisor, Line Service Supervisor, General Manager or other higher level supervisory or management personnel within LCPA. This is an entry level position with the possibility to progress to Full-Time Customer Service Agent.

GENERAL POSITION DUTIES

- 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, 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 customer's 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.
- May occasionally be requested to assist line service staff with aircraft related duties.
- Performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- 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.
- 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.
- Ability to apply common sense understanding to carry our 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.
- Must meet the physical ability requirements to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities to include close, distance, color, peripheral, depth perception, and ability to adjust focus.
- Ability to perform job duties while occasionally being exposed to fumes or airborne particles, a high noise environment and outdoor weather conditions.
- 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.
- Must have basic working knowledge of personal computers.

TRAINING AND EXPERIENCE

High school diploma or general education degree (GED) is required. A minimum of one year work experience in related aviation or customer service experience preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

LICENSES AND CERTIFICATIONS

- Possession of valid Florida driver's license is required.
- 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

8/19, 11/23

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

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER 1

POLICE CHIEF / CHIEF APD **EXEMPT GRADE:29**

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 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, BP, and local law enforcement agencies regarding security initiatives that affect 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 law enforcement agencies in order to maximize the law enforcement function and response.

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

Supervisor or Command Officer of special risk members whose duties include the pursuit, apprehension and arrest of law violators or suspected law violators.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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). Ability to assume responsibility for decisions made and possess interpersonal and public speaking skills.

- Ability to formulate plans schedules, leadership and direction of subordinates.
- Ability to retain and recall information, and produce unique responses with the competence to recognize and use new but practical approaches at hand.
- Ability to stay abreast of new laws and techniques necessary to the job.
- Establish and maintain effective working relationships with supervisors, support staff, staff from other departments and other local, state, and federal government agencies in both verbal and written form.
- Maintain integrity of sensitive materials and information received from intelligence sources.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Ability to exhibit leadership and direction over subordinates to include any disciplinary actions when necessary.
- Must demonstrate exceptional customer service skills in speaking firmly and persuasively while exercising tact and diplomacy.
- Skill in the use and care of firearms.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Must be a citizen of the United States. Bachelor's degree from an accredited four-year college or university in criminal justice, business administration, airport management or a related field required. A minimum of twelve years of work experience in an airport police agency at the administrative/managerial level is preferred; or any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Position requires State of Florida Police Officer Certification or the ability to obtain this certification. State of Florida driver's license is required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/03, 03/11, 10/13, 01/17, 09/23, 01/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE COMMANDER **EXEMPT GRADE: 27**

MAJOR FUNCTION

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 directing the activities of a team of subordinate level officers and civilians involved in various safety, security and related duties in the assigned bureau. May require participation to gather, collate and distribute intelligence information dealing with national security, commercial airline industry and any local areas that are related to disruptive or damaging acts of violence. Duties performed in accordance with department rules and regulations. The police commander 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 the security of the airport. Serves as a supervisory law enforcement officer of the Lee County Port Authority Police Department and performs duties associated with this responsibility. Will adhere to and advance the mission of the department, enforces, and supports the department's policies and procedures. Reviews work and performance of subordinates through conferences, personal observation and evaluation of completed assignments and reports. Instructs, assigns, and supervises subordinates through leadership, knowledge and prepared courses covering departmental operation procedures, rules and/or regulations, current laws and judicial changes. Investigates allegations of misconduct by subordinates. Inspects both equipment and appearance of subordinate personnel.

Must possess extensive knowledge of the airport security program, security access system, officer training and FAA Airport Certification standards. May be the on-scene commander for the departmental response to the areas around an aircraft crash, 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 for use as documentation of occurrences on Port Authority property and in the delivery of service to the public through information, directions, and other public assists. Oversee the daily administrative and operational needs of the assigned bureau including budgeting, handling and investigating complaints against agency members, and evaluating the delivery of law enforcement services by their division to the members of the community. 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 Port Authority Police Officers and Traffic Control Specialists.

May be required to respond and 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. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Extensive 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 administration of required duties. Communicate effectively with superiors, subordinates and the public both in clear and concise verbal and written form. Possess interpersonal and public speaking skills.

- Ability to assume responsibility for decisions made.
- Ability to formulate plans, schedules, leadership and direction of subordinates.
- Ability to retain and recall information, and produce unique responses with the competence to recognize and use new but practical approaches at hand.
- Ability to stay abreast of new laws and techniques necessary to the job.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies in both verbal and written form.
- Maintain integrity of sensitive materials and information received from intelligence sources.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Ability to exhibit leadership and direction over subordinates to include any disciplinary actions when necessary.
- Must demonstrate exceptional customer service skills in speaking firmly and persuasively while exercising tact and diplomacy.
- Skill in the use and care of firearms.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.

- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Must be a citizen of the United States. Must have a Bachelor's degree from a four year college or university or a commitment to obtain within 3 years of effective promotion date (own initiative). Must have at least five years of law enforcement experience. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must have six years of experience as a Lee County Port Authority Police Department employee and have two years (inside or outside of LCPA) of supervisory/management experience, with no written reprimands within 1 year and no unpaid suspensions within 3-year period. Must have successfully completed probation period, with no written reprimands within 1 year and no unpaid suspensions within 3-year period.

Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. Must be of good moral character. Successfully pass background investigation, physical exam and drug screening. 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.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

02/23, 09/23, 04/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER 1

POLICE DEPUTY CHIEF **EXEMPT 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. Responsible to help move the department in the direction of the Chief's mission. Will deliver information and reports to LCPA executive staff members in place of the Chief during the incumbent's absence.

GENERAL POSITION DUTIES

The Deputy Chief maintains a variety of internal and external relationships. 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 police department personnel to ensure that the public's needs for information, assistance and counseling are met in a prompt and courteous manner.

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

Performs other duties as assigned.

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.

- Ability to formulate plans schedules, leadership and direction of subordinates.
- Ability to retain and recall information, and produce unique responses with the competence to recognize and use new but practical approaches at hand.
- Ability to stay abreast of new laws and techniques necessary to the job.
- Establish and maintain effective working relationships with supervisors, support staff, staff from other departments and other local, state, and federal government agencies in both verbal and written form.
- Maintain integrity of sensitive materials and information received from intelligence sources.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Ability to exhibit leadership and direction over subordinates to include any disciplinary actions when necessary.
- Must demonstrate exceptional customer service skills in speaking firmly and persuasively while exercising tact and diplomacy.
- Skill in the use and care of firearms.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Must be a citizen of the United States. Bachelor’s degree from a four-year college or university or willing to obtain within three years of effective promotion date (own initiative) is required. 8 years of experience as a Lee County Port Authority employee and 4 years (inside or outside of LCPA) of supervisory/management experience is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. 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. Must not have received disciplinary action within the last two years from position announcement date.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/14, 05/16, 03/18, 03/21, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE LIEUTENANT **NON-EXEMPT GRADE: 25**

MAJOR FUNCTION

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 directing the activities of a team of subordinate level officers and civilians involved in various safety, security and related duties. A police lieutenant shall instruct, assign and supervise subordinate level officers on an assigned shift. Performs supervisory duties in directing 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 any local areas that related to disruptive or damaging acts of violence. Reports to and supervised by the Commander assigned to the division while also directing intelligence information to other divisions as necessary. A police lieutenant is a working supervisor expected to be knowledgeable in all aspects of the Patrol Officer and Traffic Control Specialist functions as well as advanced duties relating to budgeting, leadership, command and control, scheduling, and long range planning.

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. Will adhere to and advance the mission of the department, shall enforce and support the department's policies and procedures. 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. Conducts roll calls/reports in preparation for shift. Reviews performance of subordinates through conferences, personal observation and evaluation of completed assignments and reports. Instructs, assigns, and supervises subordinates through leadership, knowledge and prepared courses covering departmental operation procedures, rules and/or regulations, current laws and judicial changes. Remains in contact with departmental staff officers, to assist with concerns or and/or morale of the individual subordinates. Investigates allegations of misconduct by subordinates. Inspects both equipment and appearance of subordinate personnel.

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 crash, 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 for use as documentation of occurrences on Port Authority property and 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) while performing investigative duties. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Adequate knowledge of the codes and laws of the State of Florida, as applicable to the situation. Strong abilities in decision making, legal compliance, handle pressure, deal with uncertainty, lifting, physical fitness, judgment, objectivity, dependability, emotional control and integrity. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Ability to act with a high degree of independence in performance of required duties.

- Ability to stay abreast of new laws and techniques necessary to the job.
- Establish and maintain effective working relationships and communicate with supervisors, support staff, staff from other departments and other local, state, and federal government agencies in both verbal and written form.
- Maintain integrity of sensitive materials and information received from intelligence sources.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Ability to exhibit leadership and direction over subordinates to include any disciplinary actions when necessary.
- 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.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence while being able to work in harmony with others.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.

- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Bachelor degree or commitment to obtain within 3 years of effective promotion date (own initiative) is required. Three years of law enforcement experience and a citizen of the United States is required. Must have two years as an employee with the Lee County Port Authority Police Department. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must have successfully completed probation period, with no written reprimands within 1 year. No unpaid suspensions within 3 year period. Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. Must be of good moral character. Successfully pass background investigation, physical exam and drug screening. 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.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

2/23, 09/23, 04/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE OFFICER **NON-EXEMPT GRADE: 6450**

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 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 lieutenant.

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, Skills and Abilities: 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. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Must possess exceptional customer service skills.

Training and Experience: High school diploma / GED is required. Florida law enforcement certified or currently enrolled in a basic police recruit academy or crossover required. Must be at least 19 years of age

and a citizen of the United States. Must be able to successfully pass a physical exam, polygraph exam, and a psychological assessment prior to employment. Must be able to complete Field Training Officer process within first year of 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 thorough police 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.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.
- Communicate clearly and concisely, both orally and in writing.
- Read and write comprehensive reports.
- Perform under stressful situations firmly, courteously, tactfully, and professionally.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Operate motor vehicles and demonstrate "performance" driving techniques.
- Participation in a significant amount of training including firearms and rifle training.
- Obtain and record information through interviews, interrogation, and observation.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.

- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.

- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.

- Utilize computer technology for analysis and research.

- Effectively and discreetly handle confidential material.

- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

Important Notice: A thorough police background investigation will be conducted that will include a psychological profile. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE OFFICER (CANINE) **NON-EXEMPT 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 Major of Law Enforcement Operations.

GENERAL POSITION DUTIES

Serves as a uniformed law enforcement officer of the Port Authority and performs duties commensurate with this responsibility. Must possess exceptional customer service skills.

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 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 10/13, 10/18, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE RECRUIT **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

The Non-Certified Recruit will receive sponsorship to the Basic Law Enforcement Academy. They must possess a basic knowledge of the laws of the State of Florida, Ordinances of Lee County and TSA Regulations as applicable to the position of the ability to learn them within a reasonable period. Must have the ability to act with a high degree of independence in performance or required duties. Knowledge of general policies, practices and procedures of the Port Authority or the ability to learn within a reasonable period. The ability to establish and maintain pleasant working relationships with the public and employees at RSW. The ability to maintain composure during emergencies and to convey information sometimes under adverse conditions. Must have the ability to work independently and communicate effectively in both verbal and written form. Must possess exceptional customer service skills.

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: Basic 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 be able to pass an oral, physical, and written examination, polygraph exam, drug screening, background investigation and a psychological assessment prior to employment.

- It will be expected the selected candidate to resign from their current LCPA position prior to being appointed to this vacancy and shall do with the understanding that failure to successfully complete the Academy or certification exam is grounds for dismissal from the Port Authority and would require a new application and interview to be rehired for any open position.

- The selected candidate must be qualified to be accepted to and graduate from the Basic Law Enforcement Academy class and pass the State Certification Exam.

Training and Experience: High school diploma / GED is required. Must be at least 19 years of age and a citizen of the United States. Must be able to complete Field Training Officer process within first year after graduation from the Basic Law Enforcement Academy class. Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. 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.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.
- Communicate clearly and concisely, both orally and in writing.
- Read and write comprehensive reports.
- Perform under stressful situations firmly, courteously, tactfully, and professionally.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Operate motor vehicles and demonstrate "performance" driving techniques.
- Participation in a significant amount of training including firearms and rifle training.
- Obtain and record information through interviews, interrogation, and observation.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Utilize computer technology for analysis and research.

- Effectively and discreetly handle confidential material.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

Important Notice: A complete background investigation will be conducted that will include a psychological profile and polygraph examination. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/07, 03/11, 10/13, 8/20, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE SERGEANT - CANINE **NON-EXEMPT GRADE: 21-84**

MAJOR FUNCTION

Professional, highly responsible, and highly specialized 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 directing the activities of a team of subordinate level canine officers involved in various safety, security and related duties. A Canine Police Sergeant shall instruct, assign and supervise subordinate level canine officers. Duties performed in accordance with department rules and regulations.

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. Reviews performance of subordinates through conferences, personal observation and evaluation of completed assignments and reports. Remains in contact with departmental staff officers, to assist with concerns or and/or morale of the individual subordinates. Investigates allegations of misconduct by subordinates. Inspects both equipment and appearance of subordinate personnel.

Will 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 crash, 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 for use as documentation of occurrences on Port Authority property and 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) while performing investigative duties. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Adequate 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, deals with uncertainty, lifting, physical fitness, judgment, objectivity, dependability, emotional control and integrity. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Ability to act with a high degree of independence in performance of required duties.

- Adheres to and advances the mission of the police department.
- Instructs, assigns, and supervises subordinate level canine officers.
- Investigates allegations of misconduct by subordinates.
- Conducts roll calls/reports in preparation for shift.
- Routinely patrols assigned shift areas, providing assistance as required.
- Develop/mentor subordinate's leadership skills.
- Ability to stay abreast of new laws and techniques necessary to the job.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, TSA regulations, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- 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.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Associate degree or commitment to obtain within 3 years of effective promotion date (own initiative) is required. Three years of law enforcement experience and a citizen of

the United States is required. Must have two years as an employee with the Lee County Port Authority Police Department. Must have successfully completed the probation period. Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. Must be of good moral character. Personnel file will be reviewed and considered. Valid Florida driver's license is required.

Must hold and maintain a TSA Explosive Detection Canine Team Program certification as a EDCTP Handler.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 03/11, 10/13, 10/17, 11/19, 05/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

POLICE SERGEANT **NON-EXEMPT GRADE: 21-84**

MAJOR FUNCTION

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 directing the activities of a team of subordinate level officers and civilians involved in various safety, security and related duties. Performs supervisory duties in directing furthering of any case that requires in-depth investigation bringing it to finalization or cleared status. A Police Sergeant shall instruct, assign and supervise subordinate level officers on an assigned shift. Duties 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 Officers and the Traffic Control Specialist function.

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. Reviews performance of subordinates through conferences, personal observation and evaluation of completed assignments and reports. Remains in contact with departmental staff officers, to assist with concerns or and/or morale of the individual subordinates. Investigates allegations of misconduct by subordinates. Inspects both equipment and appearance of subordinate personnel.

Will 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 crash, 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 for use as documentation of occurrences on Port Authority property and 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) while performing investigative duties. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Adequate 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, deals with uncertainty, lifting, physical fitness, judgment, objectivity, dependability, emotional control and integrity. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Ability to act with a high degree of independence in performance of required duties.

- Adheres to and advances the mission of the police department.
- Instructs, assigns, and supervises subordinate level officers and traffic control specialists of an assigned shift.
- Investigates allegations of misconduct by subordinates.
- Conducts roll calls/reports in preparation for shift.
- Routinely patrols assigned shift areas, providing assistance as required.
- Develop/mentor subordinate's leadership skills.
- Ability to stay abreast of new laws and techniques necessary to the job.
- Maintain proper demeanor while representing the department at all times.
- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Know the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field and skill in applying knowledge acquired in Airport Police/Security Training.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- 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.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Training and Experience: Associate degree or commitment to obtain within 3 years of effective promotion date (own initiative) is required. Three years of law enforcement experience and a citizen of the United States is required. Must have two years as an employee with the Lee County Port Authority Police Department. Must have successfully completed the probation period. Must possess a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork. Must be of good moral character. Personnel file will be reviewed and considered. Valid Florida driver's license is required.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 03/11, 10/13, 10/17, 11/19, 05/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER II

COORDINATOR, POLICE SUPPORT **NON-EXEMPT GRADE: 12**

MAJOR FUNCTION

This position serves as an administrative support staff employee of the Lee County Port Authority Police Department and performs duties commensurate with this responsibility. This position requires advanced work where the employee has personal responsibility for the maintenance and operations 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 Chief of Police in accordance with established policies, rules and regulations.

GENERAL POSITION DUTIES

Primary duties of this position is to support the Chief of Police, Deputy Chief of Police as well as the Commanders of their respective bureaus:

- Promptly answer incoming phone calls, schedule meetings, take messages and route information/technical matters in a timely and professional manner to proper department personnel.
- Compiles data including record maintenance into various databases in support of law enforcement certification processes.
- Assists with the preparation and routing of conference/meeting/travel requests, authorizations, bookings, confirmations, payments, reservations, reimbursements, etc., in a timely manner in accordance with LCPA procedures.
- Assists the Police Department with the hiring process of applicants.
- Supports issuing and documenting equipment and supplies to the personnel of the department.
- Assists in maintaining office supplies and files.
- Supports and acts as a delegate for APD by, processing payroll, purchase orders, payments and routine budget items.
- Provides other LCPA support functions as needed (i.e., meeting minutes, proofreading and formatting, scanning/copying/mailing of materials, assistance to other departments, etc.)
- Attends meetings, conferences, workshops and training sessions; and reviews publications/materials to remain current on principles, practices and new developments in the assigned work areas.
- Performs other duties assigned through the Chief, Deputy Chief, Commanders, Lieutenants or APD Coordinator.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Ability to communicate effectively with officials and staff members in both verbal and written form and maintain a high level of confidentiality for personnel and other discreet matters.

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. Must possess exceptional customer service skills; and significant business English, proofreading and bookkeeping skills. Considerable knowledge of administrative practices and office procedures. 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' experience in an administrative or management position is preferred. Any combination of education and experience, which demonstrates the ability to perform the duties effectively, may be substituted. Possession of a valid Florida driver's license is required.

DEPARTMENT-SPECIFIC DUTIES

Assist in developing the departmental budget and implementation. Orders, maintains and issues uniforms and police equipment and maintains office supplies for the law enforcement division. Proficient with internet communications with FDLE/CJSTC files and maintains required records. Handle CJCST files concerning payroll and incentive pay.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER II

PROCUREMENT AGENT
NON- EXEMPT 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 procurement 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 is 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 document 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: Associates degree and a minimum of two years purchasing experience required; or an equivalent combination of training and experience.

Certified Professional Public Buyer (CPPB), NIGP Certified Procurement Professional (NIGP-CPP), or other nationally recognized procurement or purchasing certification, or the ability to obtain the Certified Professional Public Buyer (CPPB) or NIGP Certified Procurement Professional certification (NIGP-CPP) within three to five years of hire, depending upon certification eligibility requirements.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to

assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

10/21, 9/23, 11/24

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LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROCUREMENT OFFICE

PROCUREMENT MANAGER **GRADE: 24**

MAJOR FUNCTIONS

This is a professional administrative position responsible for managing buying activities and providing supervision, guidance and direction to support procurement agents. Major functions include: ability to plan and direct work; provide excellent client service through regular collaboration.

Responsibilities also include independent development of specifications and scopes of work as well as coordination and formulation of contracts for a variety of highly specialized, technical and complex services. Work is reviewed by the head of procurement by observation of results obtained, activity reports and the ability to efficiently and effectively fulfill client needs.

GENERAL POSITION DUTIES

- Review formal and informal solicitations, written determinations for single/sole/cooperative procurements, and requests for emergency purchases
- Perform and manage the procurement process for complex, specialized and highly technical procurements
- Use cost and market data to determine price trends and use spend data to guide buying decisions
- Negotiate and prepare procurement contracts
- Participate in strategic planning and assist with development and implementation of the procurement strategic plan
- Review and approve requisitions ensuring all purchases made by departments are in accordance with adopted policies and federal, state and local laws
- Regularly coordinate and collaborate with client departments
- Assist buying staff with solicitation and contract document development
- Evaluate informal and formal submissions for responsiveness and vendor responsibility
- Provide procurement training to departments
- Prepare procurement cycle reports
- Review and approve legal advertisements and notices of intended decision
- Participate in survey review and analysis
- Hire/train and supervise procurement agents within the procurement office
- Establish performance goals and measures progress
- Support and plan for professional development of staff
- Perform related work as required

MINIMUM QUALIFICATIONS

K**nowledge, Abilities, and Skills:** Considerable knowledge of purchasing and contract practices, principles, methods and procedures. Considerable knowledge of procurement best practices. Ability to work independently. Ability to prepare useful written and oral reports concerning purchasing practices. Must have good communication skills, both written and oral. Ability to plan and direct the work of staff. Ability to establish and maintain successful business relationships with internal and external stakeholders.

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MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration or related field, four to six years of experience in the field of procurement (public procurement preferred) and at least three years of experience in a supervisory capacity. An equivalent combination of training and experience may be considered. Procurement certificate(s) required or the ability to obtain at least one of the following certifications within one years from state date: Certified Professional Public Buyer; Certified Public Procurement Officer.

02/06, 02/11, 10/13, 10/15, 03/16, 07/18,
09/21

PROCUREMENT OPERATIONS COORDINATOR **GRADE: 13**

MAJOR FUNCTIONS

This position performs professional work of intermediate difficulty in the technical and administrative functions of procurement activities of the Lee County Port Authority (LCPA) to support the efficient operation of the procurement office.

This position involves extensive practical knowledge, gained through experience and/or specific training in order to carry out tasks, methods, and/or procedures that are set forth either in writing or in oral instruction and covered by established precedents, procedures or guidelines.

Primary responsibilities include procurement card administration, electronic data content management, surplus property disposal, supplier management, and procurement records retention.

A high degree of technical skill, care and precision in the execution of the work is required. This position requires a highly detailed, excellent communicator with strong organizational skills, objective judgment and the ability to work independently in accordance with LCPA policies and procedures in a fast paced environment.

GENERAL POSITION DUTIES

Exercise professionalism at all times and independently answer questions and inquiries related to the p-card program, supplier registration and onboarding, surplus property disposal, electronic content management, procurement procedures and guidelines distribution, and records retention.

Provide support to all cardholders, approvers and delegates and escalates issues when appropriate. Evaluate and improve the establishment and delivery of the purchase card program including, but not limited to, initial application, education, training, program administration and enforcement.

Develop and deliver supplier trainings for new and potential suppliers at regular intervals to encourage competitive procurement participation and successful vendor onboarding. Provide opportunities for client and vendors to connect.

Perform vendor management activities for all suppliers who are actively doing business with LCPA. Receive and respond to credit applications requests;

Recommend contracts for, and monitor the disposal of, surplus equipment, materials and supplies.

Prepare information for, and perform updates to, the content posted on the purchasing intranet/website. Perform reviews at regular intervals to ensure accuracy of the posted content.

Conduct formatting and finalize revisions to written operational procedures, guidelines and/or training documents governing procurement functions. Maintain revisions to the purchasing manual, guidelines, and training documents and ensure the effective dissemination of guides, manuals and other documents, as appropriate and as necessary.

Prepare and distribute the procurement activity report in a timely manner.

Participate in planning activities designed to improve Procurement Office operations as directed by the Procurement Manager.

Assist in developing and maintaining the department's budget.

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

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of modern principles and practices of governmental procurement and supply chain management.

Ability to meet or exceed position functions/duties and professionally interact with the public is required.

Familiarity with the practices and techniques of procurement administration, organization, budget preparation, record retention laws, public speaking, knowledge of MS Office and/or Google applications and the ability to quickly learn additional programs as needed.

Knowledge of personal computer and the use of office equipment are required.
Ability to read, interpret, explain and properly apply procurement policies, rules, guidelines and regulations.

Ability to multitask and prioritize in a fast paced office environment.

Keen attention to detail, the 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.

Skilled in establishing and maintaining effective working relationships with all personnel, departmental personnel and supervisors, and vendors.

Ability to attend work on a regular and reliable basis.

Possess integrity and a high sense of personal and professional ethics.

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

Education and Training: Graduation from an accredited four year university or college with a bachelor's degree in accounting, finance, procurement, business administration or public administration, and four years of verifiable experience in a professional position performing the general position duties listed above; or a combination of training and experience may be considered. Possession of a valid Florida driver's license is required.

Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO) or a Certified Purchasing Card Professional (CPCP is desired.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING
TIER 1

PROGRAMS MANAGER, ARFF **EXEMPT GRADE: 23**

MAJOR FUNCTION

This is a managerial and confidential employee position as defined by Florida Statute 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.

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 Required: Must be a high school graduate or hold a G.E.D and a bachelor's degree in a fire-related field, education, or related field with three years experience as a firefighter: a combination of training and experience may be considered.. Must have a valid Class D Non-Commercial driver license. Employees must have knowledge on building systems, airport systems, construction, and FAA regulations.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
TIER I

PROGRAMS SPECIALIST, PAGE FIELD **NON-EXEMPT 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, correspondences, 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 required. 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

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11/19, 12/23

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT

PROJECT COORDINATOR **GRADE: 19**

MAJOR FUNCTION

This position supports the efforts of the development services department. Work is performed under the direction of the department director, division director and the deputy executive director, with technical guidance from other division staff. Assists 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 airport 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

Work involves a variety of software applications, administrative support, and technical assignments; performs other duties as assigned; and contributes to the positive moral of the division.

Examples of Essential Duties and Responsibilities:

- 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 agencies, and appropriate specialized Port Authority management and support staff
- Coordinate work permit projects at RSW and FMY; coordinate pre and post construction inspections of all work permit projects; and manage and maintain work permit database
- 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.
- Collaborates, prepares and updates resources plans for RSW and FMY
- Assist with the research and preparation of due diligence reports
- Photographs various stages of tenant projects, which will be incorporated into various reports and presentations
- Represents the development division at the Emergency Operations Center (EOC) during hurricanes
- Represents the development division on the Incident Advisory Council (IAC)
- Complete special projects and research projects as required

MINIMUM QUALIFICATIONS

Knowledge, Abilities & Skills: Excellent communications skills. General knowledge of project design and construction coordination. Working knowledge of current AutoCAD release, MS Projects and MS Access. 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 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, computer science, business or public administration, or 2-5 years of experience in construction coordination; or a combination of education and experience, which demonstrates the ability to perform duties effectively, may be considered. Possession of a valid Florida driver's license is required.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT

PROJECT COORDINATOR, ENGINEERING AND CONSTRUCTION GRADE: 19

MAJOR FUNCTION

Provides coordination of daily activities associated with Airport capital improvement projects for the Lee County Port Authority. Acts as key project coordinator on behalf of the Port Authority Development Division with representatives from professional architects/engineers/surveyors, construction administrators & managers, construction contractors, professional materials testing laboratories, public airport users, and other Port Authority staff. Throughout engineering design development and construction phases, provides appropriate recommendations to managers and the Division Director utilizing a high degree of independent judgment, discretion, and initiative for problem resolution.

Develops and maintains external and internal relationships to promote successful end results. Strives to thoroughly know scope and intent of assigned projects and assists in the administration and management of all project-related issues. Initiates coordination, as needed with others, to solicit expertise on specific project elements. Promotes project excellency by requiring consistent and high-quality products and services from professional consultants and contractors.

GENERAL POSITION DUTIES

During phases of design development, provides review of work-in-progress to assure a fully coordinated project in accordance with the Port Authority's project schedule and budget constraints. Periodically reviews all design documents for constructability and compliance with applicable laws, rules, codes, design standards and ordinances. Assists in updating Port Authority project progress schedules to reflect changes. Attends, as directed, project related meetings and reports results accordingly.

During phases of construction, enforces contract documents on varied and multi-disciplined types of assigned projects. Performs field inspections of work to ensure contractor contract and regulatory permit compliance, as well as adherence to safety requirements. Periodically observes project construction to ensure general compliance with FDOT/FAA criteria, jurisdictional building codes, and other land development codes. Ensures proper use and frequency of construction materials testing/acceptance methods and procedures.

Performs various construction administrative procedures such as: monitoring of contractor scheduling, project budgets and pay requests; assisting in project closeouts; and preparation of other daily activity reports and special written reports. Assists the Division in implementing procedures to monitor, record, and review and approve project submittals, shop drawings, change orders, and other project documentation considering budget/schedule impact and compliance with contract documents.

GENERAL POSITION DUTIES (cont.)

Reviews any Contractor claims for additional time, services, or compensation and provides recommendation for proper Port Authority course of action. Monitors possible time extensions to the project substantial completion date with consideration to contract liquidated damages and Port Authority goals.

Performs other duties as assigned.

Contributes to the positive morale of the division.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Excellent written and oral communication skills. Technical understanding of fundamental architectural/engineering principles and/or construction procedures and methods as they relate to airport improvement construction projects. Ability to monitor and coordinate work of engineers, contractors; construction contractors acting as construction managers; consultants acting as construction managers and/or construction administrators; and materials testing laboratories.

Training and Experience: A two year degree (four year degree preferred) in construction management, architecture or engineering; two years field experience in the construction observation, administration, design and/or management of airport-related improvement projects; Any combination of education and experience, which demonstrate ability to perform duties effectively, may be substituted. Possession of a valid Florida driver license is required.

09/03, 03/11, 10/13

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT
TIER II

ENVIRONMENTAL PROJECT COORDINATOR NON-EXMEPT - GRADE 19

MAJOR FUNCTION

This is a professional staff position responsible for assisting the Planning and Environmental Compliance department with the environmental programs at the Southwest Florida International Airport (RSW), Mitigation Park, and Page Field (FMY). Work is performed under the direction of the LCPA Environmental Specialist.

GENERAL POSITION DUTIES

Major position duties include the following:

- Input and tracking of information regarding permitting/compliance key milestones in Environmental Management System
- Responsible for the National Pollution Discharge Elimination System (NPDES) and Spill Prevention Control Countermeasures (SPCC) programs at FMY & RSW
- Ensures proper storage tank registrations/test/repairs/compliance
- Requires responding to spills and coordinating remediation projects
- Responsible for LCPA sustainability planning/initiatives
- Responsible for RSW irrigation and dewatering permitting and compliance
- Provides review and documentation of hydrologic monitoring programs at RSW and Mitigation Park
- Requires land management site inspections and project coordination at RSW and Mitigation Park
- Works cooperatively with consultants to negotiate professional service contracts for various types of environmental projects
- Assist with LCPA's hazardous wildlife management program and Hazardous Wildlife Working Group
- Assists in preparation of industry award applications and internal documents for environmental-related work
- Provides technical assistance to the Environmental Specialist and Department Director including related to environmental projects/programs, research, and activities
- Attends meetings to discuss environmental projects/programs, conduct facility inspections, and obtain and provide information.
- Helps track environmental-related legislation, policies, and guidelines and assists in developing and implementing means to achieve compliance for the airports and tenants.

- Maintains positive working relationships with airport staff, tenants, and Federal/State/Local agency personnel.
- Handles complex tasks requiring discretion and the use of judgement and initiative.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Excellent communication and organizational skills a must, along with ability to coordinate multiple projects with varying priorities. Must become knowledgeable of state, federal and local laws and regulations governing airports pertaining to environmental compliance. 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. 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 a four year college or university preferably with a degree in environmental (or related field), or any other equivalent combination of education and experience. Possession of a valid Florida driver's license within 60 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT
TIER II

ENVIRONMENTAL PROJECT COORDINATOR NON-EXMEPT - GRADE 19

MAJOR FUNCTION

This is a professional staff position responsible for assisting the Planning and Environmental Compliance department with the environmental programs at the Southwest Florida International Airport (RSW), Mitigation Park, and Page Field (FMY). Work is performed under the direction of the LCPA Environmental Specialist.

GENERAL POSITION DUTIES

Major position duties include the following:

- Input and tracking of information regarding permitting/compliance key milestones in Environmental Management System
- Responsible for the National Pollution Discharge Elimination System (NPDES) and Spill Prevention Control Countermeasures (SPCC) programs at FMY & RSW
- Ensures proper storage tank registrations/test/repairs/compliance
- Requires responding to spills and coordinating remediation projects
- Responsible for LCPA sustainability planning/initiatives
- Responsible for RSW irrigation and dewatering permitting and compliance
- Provides review and documentation of hydrologic monitoring programs at RSW and Mitigation Park
- Requires land management site inspections and project coordination at RSW and Mitigation Park
- Works cooperatively with consultants to negotiate professional service contracts for various types of environmental projects
- Assist with LCPA's hazardous wildlife management program and Hazardous Wildlife Working Group
- Assists in preparation of industry award applications and internal documents for environmental-related work
- Provides technical assistance to the Environmental Specialist and Department Director including related to environmental projects/programs, research, and activities
- Attends meetings to discuss environmental projects/programs, conduct facility inspections, and obtain and provide information.
- Helps track environmental-related legislation, policies, and guidelines and assists in developing and implementing means to achieve compliance for the airports and tenants.

- Maintains positive working relationships with airport staff, tenants, and Federal/State/Local agency personnel.
- Handles complex tasks requiring discretion and the use of judgement and initiative.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Excellent communication and organizational skills a must, along with ability to coordinate multiple projects with varying priorities. Must become knowledgeable of state, federal and local laws and regulations governing airports pertaining to environmental compliance. 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. 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 a four year college or university preferably with a degree in environmental (or related field), or any other equivalent combination of education and experience. Possession of a valid Florida driver's license within 60 days of employment.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
PLANNING AND ENVIRONMENTAL COMPLIANCE DEPARTMENT

NOISE AND AIRSPACE PROJECT COORDINATOR **GRADE 19**

MAJOR FUNCTION

This is a professional staff position ultimately reporting to the Planning & Environmental Compliance Department Director 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 LCPA staff, contractors, consultants, community leaders, neighborhood organizations, and interested parties regarding aircraft overflights and tall structure permitting.

GENERAL POSITION DUTIES

This position is responsible for overseeing the aircraft overflight program for the Lee County Port Authority. Work will involve coordinating efforts relating to noise studies, managing the airport PlaneNoise Complaint Box, 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 noise compatibility 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 LCPA aircraft overflight program website. Requires the ability to effectively communicate to the general public and community organizations orally and in writing, as well as 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 aircraft overflight program and preparation of noise studies, noise analysis, and other research. Coordinates as needed with FAA ATCT personnel, community residents, pilots, and adjacent municipalities. Provides review and documentation of statistics relevant to aircraft operations and comments, as well as preparation of monthly and annual noise reports.

This position also oversees the Tall Structure Permitting Program and any airspace issues at RSW and FMY. Work includes coordination with the FAA, FDOT, local municipalities, developers, consultants, construction companies, 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, engineering and construction, and development services departments to process airspace projects and approvals for LCPA and tenant projects. 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 help coordinate, LCPA Drone Working Group meetings.

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This position may also provide technical assistance to the Department Director including conducting planning related projects, research, and activities, as well as reviewing development plan packages regarding airport compatibility 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 may occasionally be required to attend public meetings after normal working hours. Helps track noise/airspace-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 noise/airspace considerations and recommends changes, if warranted. Maintains positive working relationships with Federal, State and Local personnel. Handles complex tasks requiring discretion and the use of judgement and initiative.

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 related 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 within 60 days of employment. Airport experience, instrument pilot's license, and/or background in airspace analysis is a plus but not required. Working knowledge of ArcGIS and/or noise monitoring and flight tracking systems software would be beneficial but also not required.

01/10, 03/11, 11/13, 5/18, 01/21

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER II

PROJECT ADMINISTRATOR, MAINTENANCE CONTRACTS EXEMPT GRADE: 22

MAJOR FUNCTIONS

The professional position is responsible for the coordination, oversight, management and administration of the daily activities associated with the Maintenance Department's many special projects, departmental contracts, and related on-call projects. This position serves as the department's single point of contact for the Development Division's Capital and Tenant Improvement Projects, and the Aviation Division's Contract Management Department. This position will act as the primary project administrator for the Maintenance Department, working closely with representatives from the department sections and other professionals, including but not limited to architects, engineers, and surveyors; construction administrators and managers; contractors; professional materials testing laboratories; public airport users; tenants; and, other Port Authority staff and various departments.

The employee must be familiar with and have a thorough understanding of the airport's mechanical systems, including HVAC, electrical systems, building automation, plumbing systems, construction, security systems, fire protection, EAMS, and budgeting practices and shall be proficient at reading and interpreting plans, specifications, and construction documents. Duties are performed independently, under the direct supervision of the Maintenance Contracts Manager, and will be reviewed for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Develop and maintain external and internal relationships to promote fully coordinated and successful projects for the Maintenance Department and the LCPA.
- Oversee construction and maintenance-related projects, including coordination, performance reviews, time management, and quality control
- Work closely and initiate coordination and collaboration with LCPA Maintenance representatives to provide meaningful comments and feedback related to the assigned projects. Work closely with the Maintenance Department's managers to plan, coordinate, schedule, implement, and oversee departmental projects, including conducting and leading preconstruction meetings as appropriate.
- Monitor contractor compliance with approved service provider agreements, coordinate contractor work and project activities, and prepare project specifications and procedures as necessary. Record and report task and project progress with internal and external airport stakeholders
- Assist the Maintenance Contracts Manager in the oversight of contract service and maintenance agreements
- 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
- Continually promotes a safe working environment

GENERAL POSITION DUTIES (cont.)

- Assist the Maintenance Contracts Manager and Contract Management Department in preparing specifications for a variety of contract support services, including project scopes, general and technical specifications, performance standards, and procedural requirements
- Thoroughly understand the scope and intent while assisting in the administration and management of assigned projects
- Performs facility and systems inspections and initiates project and maintenance work requests as necessary. Conduct follow-up meetings to verify appropriate tasks are complete
- Assist in the evaluation of future projects based on the continual assessment of the department's maintained areas
- Ensure maintenance managers, line departments, and airport stakeholders are kept up to date with the progress and timelines of projects and contract initiatives
- Generate and maintain reports, correspondence, records, and documents related to the oversight of assigned projects
- Continually promote a safe working environment
- Must show diplomacy and a willingness to maintain harmonious relations with Port Authority staff, managers, and public and airport personnel.
- Contribute to the positive morale of the department.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends. Must be accessible by telephone 24 hours a day in the event of an emergency.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Strong working knowledge of contracts, specifications, and public sector procurement processes. Must have considerable knowledge of various airport electromechanical systems; airport operating systems; and, applicable FAA and TSA regulations, safety, and operational guidelines. Must work independently and retain/recall facts and information when needed. Must possess negotiation, problem-solving, and critical thinking skills. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Ability to prepare reports and keep accurate records. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, kneel, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Must be able to effectively work in the EAMS environment. Possess knowledge of personal computers, software packages such as Microsoft Office, Google Workspace, or other software products.

Training and Experience: High school diploma/GED required. Four or more years of construction management or airport-related experience preferred.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience (cont.): Associate's or bachelor's degree from a college or university with a degree in engineering, construction management or administration, aviation management, contract management, or related field preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/23, 12/23

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
PROPERTIES & RISK MANAGEMENT DEPARTMENT
TIER III

PROPERTIES COORDINATOR **EXEMPT GRADE: 19**

MAJOR FUNCTIONS

This professional position supports the goals, objectives and policies of the Lee County Port Authority Properties and Risk Management Department and performs duties commensurate with this responsibility. This position is responsible for administration of routine lease and property issues and supports the efficient and professional operation of both the Properties and Risk Management functions. The position reports to the department Director and is responsible for assisting in the formation and administration of routine leases and other revenue producing contracts, including coordination of various projects with tenants, permittees and other Port Authority staff. This position reviews and interprets leases and other agreements to determine appropriate responses to tenant questions and concerns; prepares drafts of bid documents, leases and other routine contracts with appropriate supervision and oversight; coordinates document drafts and changes with department staff; prepares correspondence and in-house memos for properties and risk management issues; creates and maintains department files. 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, 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.
- Prepare and draft routine leases, licenses, and permits with appropriate oversight and supervision.
- 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.
- 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.
- Handles routine matters independently with knowledge of the overall mission of the department and division.
- Communicates professionally and promptly via telephone, electronically, and in person with internal staff and outside contacts; clearly relay messages and instructions.
- Uploads Green sheets and supporting documents to OneMeeting for approval by ASMC and Board and ensures original, partially executed agreements are delivered to communications and marketing for Board meeting.
- Contributes to the positive morale of the organization. Recommends new approaches, policies and procedures to influence continual improvements in efficiency of the department and services performed.
- Assists with special department projects and other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Must be detail oriented, with strong organizational skills and the ability to coordinate a multitude of projects, making independent decisions regarding workload 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 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 college or university with an associate's degree is preferred as well as seven or more years of experience in an administrative or management position. Experience with leasing, insurance, and risk management functions preferred. An equivalent combination of training and experience may be considered.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

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LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

PART TIME POLICE OFFICER **NON-EXEMPT GRADE: 6450**

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 lieutenant.

GENERAL POSITION DUTIES

Primary duty is to provide law enforcement response to the security screening checkpoints while in operation. 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. Part Time officers being assigned to checkpoints inside the facility and will not be assigned outside or to vehicles. Reports observations and actions by testifying in court. Maintains operations by following department policies and procedures, recommending changes. Performs all other related duties as assigned.

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. Ability to work various shifts, including days, nights, weekends, holidays as required. Must possess exceptional customer service skills.

Training and Experience: High school diploma /GED is required. **A minimum of 20 years of prior law enforcement experience is required.** Must be a citizen of the United States. Must be currently enrolled in an Equivalency of Training (EOT) course, or have the certificate of completion for EOT, or Florida State certified. Must be able to successfully pass a physical exam, polygraph exam, and a psychological assessment prior to employment. Must be able to complete Field Training Officer process

within first year of 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, firearms assessment, 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 force of the United States. Valid Florida driver's license is required upon employment.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.
- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.
- Communicate clearly and concisely, both orally and in writing.
- Read and write comprehensive reports.
- Perform under stressful situations firmly, courteously, tactfully, and professionally.
- Analyze a situation, maintain composure, and make effective and reasonable decisions.
- Participation in a significant amount of training including firearms and rifle training.
- Obtain and record information through interviews, interrogation, and observation.
- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies.
- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.
- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.
- React quickly and calmly under dangerous and/or emergency conditions.
- Convey a sense of authority and influence.
- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Effectively and discreetly handle confidential material.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves

very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

****NOTE: This is a part time position; experience requirements are different for full-time Police Officers****

Important Notice: Will be subject to a polygraph examination. A complete background investigation will be conducted that will include a psychological profile. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

Disclosures: Part Time Police Officers shall not be considered as entry-level for regular full-time Police Officer positions and there should be no expectation that Part Time Police Officers will transition into a full-time, regular Police Officer. Incumbents are not permitted to serve in the capacity as a law enforcement officer with any other agency while serving as a Part Time Police Officer with the Lee County Port Authority Police Department. Part Time Police Officers will not be guaranteed any specific number of hours of work any given day/week/month and will work a minimum of 18 hours per week and maximum of 28 hours per week. Must be willing to work one of the three targeted shifts (day, mid and night shift). This classification is designated solely as part-time. This is not a full-time position. All part time police officers will be required to meet all training standards of a full-time police officer.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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02/23, 09/23

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
AVIATION DIVISION AIRPORT
POLICE DEPARTMENT
TIER II

RECORDS TECHNICIAN **NON-EXEMPT GRADE: 12**

MAJOR FUNCTION

Under general supervision, the technician is responsible for processing all paperwork related to traffic citations, trespass warnings, field interview reports, FIBRS/NIBRS reporting, tow reports, crash reports and all public records requests, redactions and other reports, as required.

GENERAL POSITION DUTIES

- Operates a wide variety of computer hardware and software systems, including entering and maintaining all information (including confidential information) received, as required and directed, into the Records Management System (RMS).
- Maintains manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports.
- Prepares evidence and court exhibits and testifies in court as required under subpoena.
- Assists with Court Liaison duties, as needed.
- Inspects, orders, maintains, and stocks Police Department equipment/supplies used for processing crime scenes and/or gathering evidence.
- Processes all public records requests and requests from the State Attorney's Office or other law enforcement agencies.
- Redaction of police reports, documentation and any videos for release as required by Florida State Statute.
- Assists with analysis and reporting of statistics for the public or command staff.
- Log, enter and check for accuracy of traffic crash reports, offense reports, traffic citations, trespass warnings, and arrest reports.
- Process, file, store, retrieve, and destroy law enforcement related records and reports and public records requests pursuant to the appropriate State of Florida Records Retention Schedule.
- Validate reports for the Florida Department of Law Enforcement.
- Coding and completion of NIBRS and Incident based reports.
- Issue and inventory all citations and ticket books.
- Assist police officers with report: retrieval.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of the laws of the State of Florida, Ordinances of Lee County, Records Management, TSA Regulations, general policies, practices and procedures of the Port Authority, as applicable to the position, or the ability to learn them within a reasonable period of time. Ability to establish and maintain pleasant working relationships with the general public, outside organizations, and employees at RSW. Ability to maintain composure during emergency situations and to convey information sometimes under adverse conditions.

Ability to walk frequently, stand for extended periods, lifting objects of light to moderate weight (5-20lbs). Tasks are regularly performed with exposure to adverse environmental conditions, e.g., dirt, cold, rain, and fumes. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear). Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control. Requires the ability to read a variety of materials relevant to government, legal and police operations. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority. Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to deal with people from a variety of departments in both the giving and receiving of instructions. Must be able to perform tasks when confronted with potentially violent individuals.

Training and Experience: High school diploma / GED is required. A minimum 2 years of experience in the collection, analysis, and interpretation of police data, including the use and operation of computers is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must possess and maintain a valid Florida Driver's license. Ability to act with a high degree of independence in performance of required duties.

Must be at least 18 years of age and a citizen of the United States. **Must successfully pass drug screening, thorough police background investigation, psychological examination, and polygraph.** 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. Must have knowledge of and skill in inventory, auditing, receiving and issuance of supplies.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT
TIER III

SENIOR CONTRACTS COORDINATOR **NON-EXEMPT GRADE: 17**

MAJOR FUNCTION

This is a highly professional position assisting with the contract administration of related contracts for the Port Authority's Development Division. This position provides support to the departments of Engineering/Construction, Planning & Environmental Compliance, Governmental Affairs/Grants and Development Services. This position also works closely with the Purchasing and Finance departments on matters affecting budgeting, project financial oversight, expenditures, procurement and departmental procedures. Work is performed under the general supervision of the Contracts Manager, with assignments and oversight by the Director of Development Services.

GENERAL POSITION DUTIES

Performs administrative and contractual expenditure oversight for a wide range of Development contractual contracts; and contract amendments, purchase orders, emergency purchase orders, and other agreements. These administrative efforts support the departmental functions of Engineering/Construction, Planning & Environmental Compliance, Government Affairs & Grants, and Development Services.

Duties include the processing of all construction pay applications and professional consultant invoices; monitoring project budgets, and tracking and reporting project expenditures using trackers and spreadsheets; creating and maintaining contracts in the E1 system; opening, tracking, and issuing payments against purchase orders; processing contract related submittal documents; coordination of emergency purchase orders and supporting documentation, logging and tracking project close-out documentation; and other contract administration and accounts payable/receivable duties.

Assists the Contract Manager with the administration of Professional Services Agreements and construction contracts, and creating and monitoring contracts and expenditures in the E1 system. Reviews professional services invoices and construction contract pay applications for accuracy. Verifies documentation for stored material payment requests. Prepares, coordinates and maintains project budget data, to effectively and accurately prepare financial documents for issuance of payment. Tracks Notice to Owners for projects. Provides assistance and administrative support services to Development Division departments to ensure the conditions, provisions and terms established for construction agreements and contracts adequately address, cover and protect the Port Authority's contractual interest.

Assists in developing, implementing and monitoring procedures, practices, systems and programs necessary to control the efficient, effective, accurate, and timely administration of all documents, records and activities involved in the financial administration of the Port Authority's contract documents. Maintains reports, correspondence, records and documents related to the financial administration of construction contracts.

Provides administrative support to the DBE Manager and provides assistance in contract monitoring and payment tracking to ensure LCPA is compliant with state requirements. Monitors consultant and sub-consultant contracts for the purpose of tracking and monitoring LCPA's Disadvantaged Business Enterprise payment compliance reporting requirements through the state-wide B2GNow software platform. Assists with maintaining files and records relating to consultant’s and contractor’s DBE & W/MBE participation and goal compliance data verification.

A high level of task management skill and diplomatic exchange with Port Authority staff and consultants is required. Ensures budgetary contract compliance with Port Authority policies and procedures with regard to applicable Florida Statutes, County regulations, LCPA policies, contract payment terms, Board approved total project budgets or contract amounts, or other project/task approved total cost; internal controls; invoice and payment application reviews relative to the approved budget; and contract payment performance standards and expectations.

Assists Contracts Manager in reviewing various documents consistent with the intent of the contract solicitation, specifications and general conditions, in coordination with the Port Attorney's office, as needed. Verify contractor and consultant tasks, schedules, material consumption and equipment inventories to ensure they are consistent with the contract terms, work performed and payment requests. Working closely with Division staff in ensuring that work performed is billed correctly and in compliance with respective contract terms.

Performs and assists in special projects; such as reports/presentations and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: General computer knowledge (MS Excel, Word). General knowledge of accounts payable/receivable and contract documentation. Good organizational skills. Ability to administer and process documentation associated with construction contracts and professional services agreements of varying size, amount, scope and complexity. 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.

Training and Experience: Graduation from a two or four year college or university with a degree in business administration, purchasing, accounting, finance, contract management or related field. Four 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.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

SENIOR GROUND TRANSPORTATION AGENT **GRADE: 12**
NON-EXEMPT

MAJOR FUNCTION

A Senior Ground Transportation Agent 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 Senior Ground Transportation Agent must have excellent customer service, leadership, and 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. Employees 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, Skills 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.

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. This position does not qualify for remote work.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER II

SENIOR MANAGER, HUMAN RESOURCES **EXEMPT 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.

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.

GENERAL POSITION DUTIES (cont.)

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, Skills, and Abilities: 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.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/15, 05/17, 09/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

SENIOR MANAGER, AIRPORT OPERATIONS **GRADE: 27**
EXEMPT

This is professional work in directing, coordinating, organizing, leading and controlling the activities associated with the Airport's Airport Operations Control Center (AOCC) and Airport Credentialing Office (ACO) for the Lee County Port Authority. In addition to the duties described below, this position is responsible for developing and executing 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. Airport Security Manager and AOCC Manager report directly to the Senior Manager, Airport Operations. This position reports directly to the Director of Airport Operations.

GENERAL POSITION DUTIES

- This position is tasked with the management, function, and oversight of Lee County Port Authority's AOCC and ACO which are vitally critical to the operation of the airport.
- Coordinates activities to ensure compliance with the Airport Certification Manual including the Airport Emergency Plan, Wildlife Hazard Management Plan, FAR 139, Airport Security Plan, Airports Rules and Regulations, Operations Instructions, specific functional area programs, collaboration components and other directions that may be provided from time to time.
- Acts as an Alternate Airport Security Coordinator.
- Acts as the Wildlife Coordinator in conjunction with the airport's Wildlife Hazard Management Plan.
- Remains well informed with airside, landside, and terminal operations.
- Maintains FAR Part 139 and movement area qualifications.
- Completes special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Considerable knowledge of commercial airport operations to include 14 CFR Part 139; 49 CFR Parts 1540/1542/1544/1546; RSW's Airport Certification Manual (ACM); applicable FAA Advisory Circulars; Lee County Ordinance #94-09 Airports Rules & Regulations; Airport Access Control Systems; CCTV Systems; Designated Aviation Channeling Services; Identification Management Systems; and compliance requirements of the Criminal Justice Information Services (CJIS), National Crime Information Center (NCIC), and the Florida Crime Information Center (FCIC). Establish and maintain effective working relationships with various levels of management, officials, tenants and the general public. Capable of working with a minimum level of direct supervision with the ability to make independent judgments and establish optimum solutions. Ability to maintain records, prepare reports and manage budgets. Ability to plan and coordinate a diverse range of activities which enable, promote or provide continuity of operations at the airport. Ability to clearly communicate ideas, both verbally and in writing.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

SENIOR MANAGER, AIRPORT OPERATIONS **GRADE: 27**
EXEMPT

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Bachelor's degree from an accredited university with a degree in Aviation Management, Business Administration or related field is required. Minimum of 5 years progressively responsible experience within Airport Operations or Airport Operations Control Center at a medium or large hub air carrier facility or an equivalent combination of related training and experience may be considered. Leadership experience in similar types of highly responsible positions at a commercial service airport may be taken into consideration in lieu of a Bachelor's degree. A.A.E, C.M., or ACE is also desirable. AAAE Airport Security Coordinator credential required or the ability to complete such training within three months of employment. Must possess and maintain a valid Florida driver's license. Must successfully pass a background investigation and drug screening. CJIS certification or the ability to obtain CJIS certification within six months required.

EMERGENCY RESPONSE ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

01/06, 12/11, 04/12, 10/13, 04/20, 03/24, 04/24

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER II

SENIOR MANAGER, FINANCE **EXEMPT GRADE: 27**

MAJOR FUNCTIONS

This professional supervisory position is responsible for all accounting functions within the finance department that include but are not limited to accounts receivable and accounts payable, grants, fixed assets, capital projects, customer facility charges and passenger facility charges. The position is heavily involved in financial analysis performed during the budget process, periodic cash flow analysis, capital improvement planning, and debt offerings. 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 and finance procedures. Supervises clerical and professional employees who perform various accounting and finance functions. Instructs employees in established routines of the accounting and finance systems. 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 financial 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. Performs financial calculations and assists in responses to data requests as part of debt offerings. Coordinates and assists in the development and ongoing oversight of the organization's operating and capital budgets. 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, Skills and Abilities: 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.

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 and/or government accounting experience preferred. CPA or CGFO a plus. Possession of a valid Florida driver's license is required.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT
TIER I

SENIOR NETWORK ADMINISTRATOR **EXEMPT GRADE: 22**

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 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 network administrator.

GENERAL POSITION DUTIES

- Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; design router administration, including interface configuration and routing protocols.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Monitors and evaluates 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.
- 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.
- Monitors, analyzes and troubleshoots 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.

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, Skills and Abilities: 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.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

SENIOR OPERATIONS OFFICER **GRADE: 19-84**
NON-EXEMPT

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 of 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.

GENERAL POSITION DUTIES (cont.)

- Assists the airside manager in identifying staff development and training needs, employee scheduling, managing airside related programs including 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 a 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, Skills, and Abilities: Considerable knowledge of laws, rules, and regulations that 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 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 are 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. This position does not qualify for remote work.

Training and Experience: Graduation from an accredited four-year college or university with a Bachelor's Degree in 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

2/12, 10/13, 01/15, 07/15, 2/19, 9/23, 12/23, 03/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

SENIOR POLICE OFFICER **NON-EXEMPT** **GRADE: 6451**

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 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 Senior police officer is responsible to their shift lieutenant.

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. May serve as a Field Training Officer (FTO) and may assist and/or serve as a first line supervisor when directed. Performs related duties as required.

MINIMUM QUALIFICATIONS

(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.

2) Satisfactory performance evaluations.

3) Recommendation of immediate supervisor.

4) Review of disciplinary action.

5) Completion of Advanced Report Writing.

6) Completion of three of the following advanced/specialized training courses, or equivalent, that has been identified as applicable to the needs of the APD.

a) CJSTC Field Training Officer Course

b) Advanced Traffic Accident Investigation

c) Case Preparation & Court Presentation

d) Criminal Law

e) Crisis Intervention

f) Domestic Intervention

g) Injury & Death Investigation

h) Interviews & Interrogations

i) Speed Measurement

j) Narcotics ID & Investigations

k) Stress Awareness & Resolution

l) CMS Instructor Techniques

m) Search & Seizure

n) Incident Response to Terrorist Bombing

o) Community Oriented Police Officers Course

p) Other Departmental approved courses.

7) Associates Degree or higher in Criminal Justice could apply towards the training requirements of Senior Police Officer, if the applicant has completed numbers 1-5 above.

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. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Must possess exceptional customer service skills.

Training and Experience: High school diploma / GED is required. Florida law enforcement certified or currently enrolled in a basic police recruit academy or crossover required. Must be at least 19 years of age and a citizen of the United States. Must be able to successfully pass a physical exam, polygraph exam, and a psychological assessment prior to employment. Must be able to complete Field Training Officer process within first year of 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 thorough police 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.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.

- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.

- Communicate clearly and concisely, both orally and in writing. Read and write comprehensive reports.

- Perform under stressful situations firmly, courteously, tactfully, and professionally.

- Analyze a situation, maintain composure, and make effective and reasonable decisions.

- Operate motor vehicles and demonstrate "performance" driving techniques.

- Participation in a significant amount of training including firearms and rifle training.

- Obtain and record information through interviews, interrogation, and observation.

- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.

- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.

- React quickly and calmly under dangerous and/or emergency conditions.

- Convey a sense of authority and influence.

- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.

- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.

- Utilize computer technology for analysis and research.
- Effectively and discreetly handle confidential material.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

Important Notice: A complete background investigation will be conducted that will include a psychological profile as well as a polygraph examination. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

SENIOR POLICE OFFICER **NON-EXEMPT** **GRADE: 6451**

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 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 Senior police officer is responsible to their shift lieutenant.

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. May serve as a Field Training Officer (FTO) and may assist and/or serve as a first line supervisor when directed. Performs related duties as required.

MINIMUM QUALIFICATIONS

(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.

2) Satisfactory performance evaluations.

3) Recommendation of immediate supervisor.

4) Review of disciplinary action.

5) Completion of Advanced Report Writing.

6) Completion of three of the following advanced/specialized training courses, or equivalent, that has been identified as applicable to the needs of the APD.

a) CJSTC Field Training Officer Course

b) Advanced Traffic Accident Investigation

c) Case Preparation & Court Presentation

d) Criminal Law

e) Crisis Intervention

f) Domestic Intervention

g) Injury & Death Investigation

h) Interviews & Interrogations

i) Speed Measurement

j) Narcotics ID & Investigations

k) Stress Awareness & Resolution

l) CMS Instructor Techniques

m) Search & Seizure

n) Incident Response to Terrorist Bombing

o) Community Oriented Police Officers Course

p) Other Departmental approved courses.

7) Associates Degree or higher in Criminal Justice could apply towards the training requirements of Senior Police Officer, if the applicant has completed numbers 1-5 above.

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. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required. Must possess exceptional customer service skills.

Training and Experience: High school diploma / GED is required. Florida law enforcement certified or currently enrolled in a basic police recruit academy or crossover required. Must be at least 19 years of age and a citizen of the United States. Must be able to successfully pass a physical exam, polygraph exam, and a psychological assessment prior to employment. Must be able to complete Field Training Officer process within first year of 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 thorough police 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.

Ability to:

- Learn county regulations, FAA rules and regulations, applicable LCPA policies and procedures, Collective Bargaining Agreements, and other regulatory documents as required to complete tasks and assignments.

- Learn the geography and jurisdiction of the airport and surrounding areas, including RSW and Page Field.

- Communicate clearly and concisely, both orally and in writing. Read and write comprehensive reports.

- Perform under stressful situations firmly, courteously, tactfully, and professionally.

- Analyze a situation, maintain composure, and make effective and reasonable decisions.

- Operate motor vehicles and demonstrate "performance" driving techniques.

- Participation in a significant amount of training including firearms and rifle training.

- Obtain and record information through interviews, interrogation, and observation.

- Establish and maintain effective working relationships with supervisor, support staff, staff from other departments and other local, state, and federal government agencies

- Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers, weapons, and resort to the use of hands/feet and other approved weapons in self-defense.

- Assist in lifting and/or moving heavy objects or persons in the course of rescue or law enforcement activities.

- React quickly and calmly under dangerous and/or emergency conditions.

- Convey a sense of authority and influence.

- Adapt to performing under frequent deadlines, reprioritization of tasks and assignments, and in response to emergencies.

- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.

- Utilize computer technology for analysis and research.
- Effectively and discreetly handle confidential material.
- Exercise judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.

Work Environment / Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks are performed inside and outside, subject to all weather conditions and uneven terrain, and risk of exposure to toxic agents/chemicals, pathogens, and smoke.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position involves very heavy physical demands. Police work requires exerting in excess of 150 lbs. of force occasionally, which may include wearing body armor, equipment and/or SCBA, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Tasks involve frequent walking, standing, bending, climbing, stooping, unassisted lifting, carrying, pushing, and/or pulling of heavy objects over 50 pounds and occasionally heavier objects as required to perform duties of the job.

Requires excellent eye/hand/foot coordination for operating standard and specialized public safety equipment. Requires the ability to speak, hear (perceive sound) and/or signal people to convey and exchange information; differentiate between colors or shades of color and smells; read a variety of materials, at times complex; apply principles of rational problem-solving; record and deliver information, explain procedures, issue and follow oral and written instructions; and communicate effectively and efficiently in Standard English.

OTHER:

Important Notice: A complete background investigation will be conducted that will include a psychological profile as well as a polygraph examination. All offers of employment will be conditioned on a medical examination and inquiry, including a psychological profile and drug/alcohol screening test.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER II

SENIOR PROCUREMENT AGENT **EXEMPT** **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 complex and/or extensive and related work as directed. Work is performed under the general supervision of the procurement manager or designee, and is evaluated through conferences, reports, and observation of results and adherence to established purchasing policies and regulations while achieving cost-efficiency and value for LCPA. A high level of task management skill and diplomatic exchange with Port Authority staff and vendors is required.

GENERAL POSITION DUTIES

Management of a high volume of diverse work associated with the solicitation of formal and informal competitive procurement methods. Leads procurement planning and coordination activities for assigned tasks. Clearly communicates and maintains a timely and accurate exchange with client departments. Advises departments on procurement 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.

Through client collaboration work with internal departments to identify procurement needs and priorities.

Provides assistance to client departments in developing statements of work, scopes of work, or specifications for competitive solicitations. Determine the basis for award and the vendor minimum qualifications with clients during solicitation drafting.

Oversee and manage the solicitation process from solicitation development through contract execution.

Determines responsiveness of bids, quotes, submittals, and proposals and responsibility of offers' and safeguards designated trade secret information.

Updates and approves purchase requisitions in the financial system. Ensures 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, cooperative procurement, and piggyback requests for acquisition and recommends appropriate action.

Prepares tabulations, compiles reference checks of vendors.

Develop and execute two-party agreements as appropriate ensuring clarity and enforceability. Facilitate contract amendments, renewals, and terminations in a timely manner as required.

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 s, 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 pre-submittal meetings and formal openings in accordance with Florida Sunshine Law requirements. Conducts contract negotiations when required. Facilitates staff evaluation meetings for qualifications-based solicitations. Serve as a liaison between LCPA and external contractors.

Manage risks associated with the procurement processes and contracts.

Train and mentor junior procurement agent staff, as assigned, to develop skills in research and document preparation.

Perform spend analysis for a wide variety of commodities and services.

Assists in updating procurement policy and procedure as directed. Participate and assist in the research, design and implementation of automated procurement systems and related procedures.

Seeks review and approval of contract documents from the 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 Commissioners for approval.

Identify, evaluate, and manage relationships with vendors and suppliers.

Assist with vendor performance issues, working toward amicable resolution while ensuring contract

compliance.

Participate in and/or conduct trainings and/or procurement related workshops.

Maintain solicitation and procurement files, reports and records.

May be assigned work in a specialized procurement category.

Performs other related work as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Considerable knowledge of centralized procurement practices and processes, competitive solicitations and negotiated procurement; and specialized procurement such as information technology, construction and/or professional design. Active knowledge of automated e-procurement systems, ERP systems, word processing and spreadsheet applications.

Ability to express ideas clearly and concisely, both orally and in writing with meticulous attention to detail and a positive, client-focused attitude.

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 procurement 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.

Ability to lead complex procurement projects with minimal supervision.

Training and Experience: High School Diploma/GED required. Bachelor's degree and a minimum of three to five years procurement experience required or an equivalent combination of training and experience may be considered. Experience in a mid to large hub airport or Florida based governmental agency is highly desirable. Certified Professional Public Buyer (CPPB), NIGP Certified Procurement Professional (NIGP-CPP), or other equivalent procurement certification is required or must be obtained within four years of the date of hire.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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12/18, 11/20, 07/21, 1/23, 1/24, 12/24

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER II

SENIOR MANAGER, PROCUREMENT
EXEMPT GRADE: 27

MAJOR FUNCTIONS

This is a professional administrative position responsible for managing all phases of the Lee County Port Authority (LCPA) purchasing program. Responsibilities include: interpretation of procurement policies and procedures; contributes to the development of procurement policy and procedures; initiate investigation of violations of polices 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; ensure accurate and complete vendor information is maintained; recap and review solicitations and comments on how responsible and responsive the submittals are; recommend new materials, methods, products, procedures and services to departments; oversee the administration of LCPA's purchasing card program; 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 procedures as required. Assist in the preparation of Board of Port meetings documents. Attend Board of Port meetings; participate in Board of Port meetings when required. Hire/train and supervise the purchasing agents and other staff within the purchasing office. Perform related work as required.

MINIMUM QUALIFICATIONS

K**nowledge, Skills, and Abilities:** 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.

Training and Experience: Graduation from an accredited college or university with a degree in business administration, public administration or related field and five to ten 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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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09/21, 11/24

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. Supervision of staff level employees will be required.

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. This position will perform advanced analytical analysis of A/R.

In addition this position is the back up for all related Page Field financial functions which includes billing and receiving and financial analysis.

This position will make recommendations to management regarding accounts receivable processes and uncollectible accounts for write-off.

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 various administrative functions and accounting work according to Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), established procedures, departmental guidelines and applicable regulatory requirements. • Assists in determining compliance with finance-related laws, rules and regulations (internal reviews and audits).

Performs other duties as assigned.

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, avoiding errors in recordkeeping; multitask and prioritize effectively; highly organized and have a methodical approach to daily work. Ability to summarize, analyze and reconcile financial and accounting data and prepare fiscal reports. Ability to communicate effectively with others and at various levels of an organization.

Training and Experience: Bachelor's Degree from an accredited college in accounting, finance, or business. Three to five years of professional accounting and/or finance experience. Government accounting experience preferred. Certification as a Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), or Certified Public Finance Officer (CPFO) is a plus. Considerable knowledge of personal computer and financial accounting software, such as integrated spreadsheets and databases is required. Must be at least an intermediate user of Microsoft Excel experienced in the use of pivot tables. Experience with Google applications a plus. Possession of a valid Florida driver's license is required.

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

SENIOR SYSTEMS ADMINISTRATOR **GRADE: 22**

MAJOR FUNCTIONS

This is a professional technical position involving all functions of server administration and data center management. The incumbent balances workload 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. Incumbent will serve as team leader and mentor to other system administrators and desktop engineers working within the IT Design group. 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

Participates in technical project discussions with other departments to provide professional advice and recommendations regarding IT infrastructure and software solutions. 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 resolves 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 Port Authority. Responds to questions and/or problems relative to server usage throughout the user community and takes the necessary action to resolve the problem. Performs related work as required. Supervises systems administrators and/or desktop engineers 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.

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.

MINIMUM QUALIFICATIONS (cont.)

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 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's license is required. Microsoft Certification desired.

09/09, 03/11, 10/13, 11/15, 04/16

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER III

SENIOR TRAFFIC CONTROL SPECIALIST **NON-EXEMPT GRADE: 6454**

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 Senior Traffic Control Specialist reports to the Traffic Control Lead and follows the Chain of Command for the Lee County Port Authority Police Department.

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.
- 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 as assigned.

MINIMUM QUALIFICATIONS

(FOR CAREER ENHANCEMENT FROM TRAFFIC CONTROL SPECIALIST TO POSITION OF SENIOR TRAFFIC CONTROL SPECIALIST)

1) Two years of continuous experience as a Traffic Control Specialist with the Lee County Port Authority Police Department.

2) Recommendation by immediate supervisor.

3) Review of disciplinary action.

4) Completion of four of the following advanced/specialized training courses or equivalent, that has been identified as applicable to the needs of the APD.

a) The Science of Language and Communication

b) Introduction to Communication Skills

c) Winning with Communication Master Your Communication Skills

d) Customer Service Skills

e) Outstanding Customer Service - Your Ultimate Guide

f) Stress Management- For Relief from the Stress of Work & Life

Knowledge, Skills and Abilities: Knowledge of general policies, practices and procedures of the Port Authority or the ability to learn them within a reasonable period. 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 public and employees at RSW. Ability to operate communications equipment, 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 under various weather conditions with appropriate breaks. Ability to work various shifts, including days, nights, weekends, holidays and overtime as required.

Training and Experience: High school graduation/GED is required. Must successfully pass a physical and drug screening and thorough police background investigation. Ability to communicate effectively with the public, maintaining tact and good judgment while promoting exceptional customer service. Upon employment must possess and maintain a valid Florida driver's license.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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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 deads 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
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

ARFF SERVICES COORDINATOR **NON-EXEMPT 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, ensuring 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 assisting in the 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 submission. 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.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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. Ability to type 60 correct words per minute.

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

Training and Experience Required: Must be a high school graduate or hold a G.E.D. Must have a valid Florida Class D Non-Commercial driver license. Employees are preferred to have three years' experience in advanced secretarial and clerical fields.

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

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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.

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.

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

SPECIALIST, IT **GRADE: 8**

MAJOR FUNCTIONS

This is a responsible technical position involving Installation and minor repairs to hardware, software, and peripheral equipment, following design or installation specifications on standalone and networked personal computers. The employee coordinates work with other departments and plans his/her schedule through the supervision of the airline systems manager and/or desktop engineer.

GENERAL POSITION DUTIES

Installs personal computers, peripherals and software. If needed, may provide onsite training to end users on software applications. Participates in meetings with staff, departmental directors and other Port Authority personnel to effectively solve problems related to personal computers and software. Troubleshoots computer related hardware and software problems. Resolves problems or uses appropriate technical support as necessary. Performs related work as required and other duties as assigned. This position is required to work on call on 24/7 rotations as assigned.

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 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.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Good knowledge of operating characteristics, capabilities and limitations of personal computers. Working knowledge of various airline check in procedures a plus. 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.

MINIMUM QUALIFICATIONS (Cont.)

Training and Experience: Prefer an Associate's degree in Computer Science or related field, minimum three-year experience working with computers or equivalent combination of training and experience. Experience should include installation and support of personal computer hardware and software.

Licenses/Certificates: Possession of a valid Florida driver license is required.

02/07, 02/11, 10/13, 03/14

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING & CONSTRUCTION DEPARTMENT

SPECIALIST, ENGINEERING AND CONSTRUCTION **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.

Maintains appointment calendars for the department staff members, 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. Receives emergency phone calls from individuals notifying of issues/problems and subsequently contacts appropriate Development Division employees.

Prepares letters and/or memos 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. 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 departmental 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.

GENERAL POSITION DUTIES

Duties may include, but are not limited to, copying, receiving and disseminating incoming telephone calls, errands, deliveries, faxes and filing. 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: Knowledge of business English, spelling and arithmetic. Considerable knowledge of office practices, procedures and policies, as well as considerable knowledge of the overall function of the department. Interacts with the public displaying considerable poise, tact, patience and courtesy. Ability to gather routine documents and finalize for signature letters and memoranda. Ability to relieve the supervisor and other departmental staff of administrative clerical detail.

Familiarity with department terminology. As required, knowledge of personal computer, word processing software, recording, telephone, copy machine, and facsimile machine.

Training and Experience: Graduation from high school or GED, and two years clerical experience. Possession of a valid Florida driver license is required. The ability to type 50 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.

08/08, 03/11, 10/13

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 posses a valid Florida driver license.

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION

SR. DEPUTY EXECUTIVE DIRECTOR - DEVELOPMENT **GRADE: 33**
CAPITAL PROGRAMS AND STRATEGIC PLANNING

MAJOR FUNCTIONS

This is administrative and supervisory work directing all aspects of Port Authority Capital improvement Programs, overall airport strategy and individual Special Projects as assigned by the Executive Director. This position also supplements and performs duties as assigned to act on behalf of the Executive Director when the Executive Director is not available. Work is performed under the general direction of the Executive Director.

This position also generally oversees and directs programs and staff within the Development Division that affect Capital Programs, overall airport strategy and/or Special Projects. On average, work duties are likely to be split evenly between work involving Capital Programs and work involving overall airport strategy and Special Projects. Special Projects are envisioned to be across areas of responsibility throughout the organization. This position requires a high degree of strategy, independent judgment, discretion and initiative.

GENERAL POSITION DUTIES

Oversees, manages and directs all aspects of the Port Authority Capital Improvement Program, including project planning, potential funding plans, grant strategies and implementation, project phasing and timing. This position is responsible for critical path analysis to develop strategies and plans to bring all Port Authority capital projects from the early planning and concept stage to the initiation of construction. Particular focus is on project planning, grant and PFC funding, design progression, and architectural themes/continuity.

Once under construction, the leadership of the construction phase will rest with the Chief Development Officer with this position offering construction phase strategy, advice and assistance through project completion, as well as special project oversight as requested by the Executive Director.

Offers assistance and advice to the Executive Director for overall airport strategies, including Board agenda items, employee policies, organizational structure, future vision of both RSW and FMY, etc. Tracks and oversees the progress and completion of Special Projects assigned by the Executive Director, including human resources, airport operations, contracts, budgeting, communications and marketing tasks and assignments.

This position requires the employee to be on-call 24 hours a day. Performs other duties as assigned. Contributes to the positive morale of the Port Authority. This is not an emergency response position unless requested by the Executive Director for a specific event.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of airport management and airport capital programs. Ability to display and implement critical path thinking. 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, Architecture, Engineering or related field and a minimum of 10 to 15 years' experience in a senior airport management position overseeing large capital projects and programs. Any combination of education and experience which demonstrates ability to perform duties effectively, may be substituted. Accredited Airport Executive preferred. Possession of a valid Florida driver's license.

New 10/22

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
DEVELOPMENT SERVICES DEPARTMENT

SENIOR DEVELOPMENT COORDINATOR **Grade: 14**

MAJOR FUNCTION

This position supports the efforts of the Development Services Department. Work is performed under the direction of the Development Services Engineer, Development Services Department Director, Division Director and the Deputy Executive Director, with technical guidance from other division staff. Assists 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 airport 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

Assists in the review of 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 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.

Work involves a variety of software applications, administrative support, and technical assignments; performs other duties as assigned. Contributes to the positive moral of the division.

Examples of Essential Duties and Responsibilities:

- Assist with the research and preparation of due diligence reports
- Collaborates with other LCPA staff to maintain both RSW & FMY Resource Plans
- Assists the Development Services Engineer with the administration of the tenant work permit program
- Photographs various stages of tenant projects, which will be incorporated into various reports and presentations.
- Manage and maintain Leasehold Development Work Permit Database
- Coordinate Leasehold Development Tenant projects at RSW and FMY
- Assist the Project Coordinator on Special Projects and Research projects as required.
- Represents the Development Services Department at meetings with other staff, tenants or other agencies as it relates to work permit projects.

MINIMUM QUALIFICATIONS

Knowledge, Abilities & Skills: Excellent communications skills. General knowledge project design and construction coordination. Working knowledge of capabilities and applications for any combination of current AutoCAD Release, MS Projects, MS Access, and Documentum. 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 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, computer science, business or public administration, or 2-5 years of experience in construction coordination. 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.

07/10, 10/13

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR EQUIPMENT OPERATOR, GROUNDS **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This position performs skilled work in the grounds maintenance/landscaping trades. Requires the operation of moderately complex power, maintenance, and construction equipment to maintain the Airport landscape and grounds by mowing grass with tractors with rotary or flail mowers or riding-type mowers, and 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. All duties are performed under safe operating conditions. The position requires rotation among several specialized pieces of equipment as workload changes and for scheduled procedures. Responsible for setting up and working in an approved work zone when necessary and maintaining accurate records. Assignments are received in oral and written form by the Grounds Crew Chief, Grounds Supervisor, or the Airfield & Grounds Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Grounds Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Maintain airport landscape and grounds 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. Mow grass along airport rights-of-way.
- Perform functions related to landscape, turf maintenance using many types of heavy and light equipment, and hand tools.
- Trim and prune trees using chain saws, pruning equipment, bucket trucks, and chippers. Operate excavation equipment such as excavators, loaders, backhoes, and hauling equipment. Knowledge of tree types, litter, and debris clean up.
- Operate many and all heavy and light equipment, including but not limited to, tractors with broom, grading equipment and/or mowing attachments, that may be required depending on situation and circumstances including relieving or replacing absent operators.
- Operate or transport heavy and light equipment depending on situations and circumstances and relieve or replace absent operators. Equipment includes hand and power tools; operating tractors with broom, grading equipment, and/or mowing attachments; driving and operating pickup trucks, watering trucks, dump trucks, trencher, 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.

GENERAL POSITION DUTIES (cont.)

- Perform drainage maintenance as required and concrete construction, such as repair/build catch basins, installation of pipe, and headwall repair.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a "like new" condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possesses technical knowledge of the practices, methods, materials, and tools commonly used in landscape trade, such as operating trucks and wheeled tractors, chainsaws, wood chippers, and weed eaters. Experience in tree trimming and various vegetation. Skilled in the repair and maintenance of all related equipment. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of traffic regulations and the skill to set up a safe work zone. Knowledge of the occupational hazards and safety precautions of the trades. Ability to obtain and keep AOA and non-movement area privileges and communicate with the Air Traffic Control Tower to safely navigate the movement area. Ability to work in all-weather climates and perform manual labor occasionally under adverse weather conditions. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to carry a backpack sprayer. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to maintain accurate records and paperwork, as required. Possess basic knowledge of personal computers and software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Enter basic data into the enterprise asset management (EAM) system.

Training and Experience: High school diploma/GED and a minimum of three years of experience in facilities, grounds maintenance, and equipment operation required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

MINIMUM QUALIFICATIONS (cont.)

Licenses and Certificates: Possession of a valid Florida driver's license required. CDL Class A required within one year of employment. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

9/04, 10/13, 06/16, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR FABRICATOR, RESOURCES **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This skilled work involves metal working, fabrication, welding, maintenance, and repair work. Required to assist with repairs, maintenance, and preventative maintenance of automotive, heavy-duty trucks, tractor/mowers, sweepers, and other small equipment in accordance with standard trade practices. This individual is responsible for the alteration and maintenance of equipment and structures. Requires knowledge and skills in the metal fabrication trades. This individual will also work with the Enterprise Asset Management System (EAMS). Must be able to accept assignments received in oral or written form and may be accompanied by sketches, diagrams, or blueprints. Work will be reviewed during performance or upon completion, depending on the nature of the duties being performed. Work is performed under the direct supervision of the Programs and Resources Manager.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Performs general and specialized tasks in the construction, renovation, modification, installation, and repair of numerous types of vehicles, trailers, and specialized equipment.
- Performs advanced metalwork and builds/modifies trailers, specialized devices, and frameworks.
- May be required to assist in performing general overhauls, repairs, and troubleshooting on all types of vehicles and equipment.
- Maintains, repairs, and rebuilds general, automotive, and small equipment.
- Provides assistance in repairing and rebuilding specialized firefighting systems, including pumps, valves, and other related equipment pertaining to fire truck systems.
- Requisitions parts, supplies, and equipment in a timely manner.
- Use of tools and machinery such as ladders, lifts, and other devices.
- Responsible for quality control of work and workplace.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Ensures compliance with the personnel policy and procedure manual.
- Completes work to all LCPA standards, maintains facilities in a “Like New” condition.
- Ensures all time and material is recorded accurately in our EAM system.
- Completes all assigned safety and training classes in a timely manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays 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 properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Ability to maintain accurate records and paperwork, as required. Must possess a good command of the English language with the ability for clear, concise written and oral communications for written reports, project scopes, and presentations to support section initiatives. Must possess a willingness to maintain harmonious relations with Port Authority staff, managers, and airport personnel. Must have the ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; reach for and/or lift objects overhead; and, bend, stoop, and walk as required. Ability to communicate freely using two-way radios or cellular devices in very noisy environments. Ability to safely operate company vehicles, tools, and equipment. Ability to perform duties occasionally under adverse weather conditions. Ability to complete basic data entry tasks in the EAMS environment. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: A high school diploma/GED and three years of experience as a welder, general tradesworker, or a similar trade required. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11**,** 10/13, 12/19, 09/23, 12/23

LEE COUNTY PORT AUTHORITY

DEVELOPMENT DIVISION

ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

SR. MANAGER - CAPITAL PROJECTS

EXEMPT GRADE: 26

MAJOR FUNCTIONS

This is a senior management position supporting the Department Director of Engineering and Construction responsible for overseeing major capital projects within the Lee County Port Authority. The position is responsible for coordinating major capital engineering and construction projects for the Southwest Florida International Airport and/or the Page Field General Aviation Airport. The primary goal of this individual is to keep these 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 large capital projects (in excess of $100M) involving multi-disciplined architectural, engineering, and construction elements.

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 capital project undertakings within the Engineering and Construction Department; provides an effective communicative link to 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

- Manages large capital projects (in excess of $100M) (i.e., Terminal Expansion Phases and Rental Car Facilities and Garage Expansion).
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership

skills.

- Manages large capital projects involving multi-disciplined architectural, engineering, and construction elements.
- Conducts extensive project coordination with other Port Authority Divisions; agencies such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services.
- Manages preparation of the following: total project budgets, cost estimates, project schedules, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes, construction documents/specifications, professional service agreements, permits with all required agencies, and other project-related items.
- Prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services.
- Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.
- 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.
- Reports directly to the Department Director of Engineering & Construction.
- Provides oversight to subordinate personnel, consultants serving as extension of staff, and external consultants.
- 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.
- Performs other duties as assigned.
- Contributes to the positive morale of the department/division.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- 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 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 ten 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.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/05, 03/11, 10/13, 5/24, 6/24, 7/24

LEE COUNTY PORT AUTHORITY

DEVELOPMENT DIVISION

ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

SR. MANAGER - CAPITAL PROJECTS

EXEMPT GRADE: 26

MAJOR FUNCTIONS

This is a senior management position supporting the Department Director of Engineering and Construction responsible for overseeing major capital projects within the Lee County Port Authority. The position is responsible for coordinating major capital engineering and construction projects for the Southwest Florida International Airport and/or the Page Field General Aviation Airport. The primary goal of this individual is to keep these 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 large capital projects (in excess of $100M) involving multi-disciplined architectural, engineering, and construction elements.

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 capital project undertakings within the Engineering and Construction Department; provides an effective communicative link to 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

- Manages large capital projects (in excess of $100M) (i.e., Terminal Expansion Phases and Rental Car Facilities and Garage Expansion).
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership

skills.

- Manages large capital projects involving multi-disciplined architectural, engineering, and construction elements.
- Conducts extensive project coordination with other Port Authority Divisions; agencies such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services.
- Manages preparation of the following: total project budgets, cost estimates, project schedules, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes, construction documents/specifications, professional service agreements, permits with all required agencies, and other project-related items.
- Prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services.
- Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts.
- 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.
- Reports directly to the Department Director of Engineering & Construction.
- Provides oversight to subordinate personnel, consultants serving as extension of staff, and external consultants.
- 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.
- Performs other duties as assigned.
- Contributes to the positive morale of the department/division.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- 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 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 ten 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.

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/05, 03/11, 10/13, 5/24, 6/24, 7/24

LEE COUNTY PORT AUTHORITY

DEVELOPMENT DIVISION

ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

SR. MANAGER – ENGINEERING & CONSTRUCTION

EXEMPT GRADE: 26

MAJOR FUNCTIONS

This is a senior management position supporting the Department Director of Engineering and Construction responsible for overseeing engineering and construction projects within the Lee County Port Authority. The position is responsible for coordinating engineering and construction projects for the Southwest Florida International Airport and/or the Page Field General Aviation Airport. The primary goal of this individual is to keep these 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 improvement projects (estimated values up to $50M - $100M) involving multi-disciplined architectural, engineering, and construction elements.

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 project undertakings within the Engineering and Construction Department; provides an effective communicative link to 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

- Manages projects involving multi-disciplined architectural, engineering, and construction elements (estimated values up to $50M-$100M)
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership skills
- Conducts extensive project coordination with other Port Authority Divisions; agencies

such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services (estimated values up to $50M-$100M)

- Manages preparation of the following: total project budgets, cost estimates, project schedules, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes, construction documents/specifications, professional service agreements, permits with all required agencies, and other project-related items
- Prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services
- Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts
- 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
- Reports directly to the Department Director of Engineering & Construction.
- Provides oversight to subordinate personnel, consultants serving as extension of staff, and external consultants
- 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
- Performs other duties as assigned
- Contributes to the positive morale of the department/division

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- 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 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 ten 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

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/05, 03/11, 10/13, 5/24, 6/24, 7/24

LEE COUNTY PORT AUTHORITY

DEVELOPMENT DIVISION

ENGINEERING AND CONSTRUCTION DEPARTMENT
TIER III

SR. MANAGER – ENGINEERING & CONSTRUCTION

EXEMPT GRADE: 26

MAJOR FUNCTIONS

This is a senior management position supporting the Department Director of Engineering and Construction responsible for overseeing engineering and construction projects within the Lee County Port Authority. The position is responsible for coordinating engineering and construction projects for the Southwest Florida International Airport and/or the Page Field General Aviation Airport. The primary goal of this individual is to keep these 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 improvement projects (estimated values up to $50M - $100M) involving multi-disciplined architectural, engineering, and construction elements.

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 project undertakings within the Engineering and Construction Department; provides an effective communicative link to 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

- Manages projects involving multi-disciplined architectural, engineering, and construction elements (estimated values up to $50M-$100M)
- Demonstrates a high degree of independence, effective communication, construction knowledge expertise, and savvy negotiation and leadership skills
- Conducts extensive project coordination with other Port Authority Divisions; agencies

such as FDOT, FAA, and TSA; stakeholders such as airlines and other tenants; and project consultants that provide architectural/engineering and construction related services (estimated values up to $50M-$100M)

- Manages preparation of the following: total project budgets, cost estimates, project schedules, special studies/reports, justification statements for proposed work, basis of assumptions for project work scopes, construction documents/specifications, professional service agreements, permits with all required agencies, and other project-related items
- Prepares, negotiates, and implements various types of contracts: engineering/architectural design, construction administration, and construction management related services
- Oversees the administration of standards, criteria and procedures used in the preparation, quality control review, and enforcement of these contracts
- 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
- Reports directly to the Department Director of Engineering & Construction.
- Provides oversight to subordinate personnel, consultants serving as extension of staff, and external consultants
- 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
- Performs other duties as assigned
- Contributes to the positive morale of the department/division

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- 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 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 ten 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

Emergency Response/Recovery Activities: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

05/05, 03/11, 10/13, 5/24, 6/24, 7/24

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
TIER I

SENIOR MANAGER, SMS & EMERGENCY MANAGEMENT **GRADE: 27**
EXEMPT

MAJOR FUNCTIONS

The Senior Manager, Safety Management System (SMS) & Emergency Management position manages and coordinates the Safety Management System program in accordance with FAA regulatory requirements at Southwest Florida International Airport (RSW). Position manages and coordinates all emergency preparedness, training, and exercise development for RSW in accordance with the procedures outlined in the Airport Emergency Plan (AEP) and the Airport Security Program. Position is responsible for the activation and operation of the Airport Emergency Operations Center (AEOC) during critical events impacting the operation of the airport. Work is performed under the direction of the Aviation Division Director.

GENERAL POSITION DUTIES

Duties include, but are not limited to, the following:

- Develops, implements, and maintains the airport's SMS Manual and ensures compliance with federal, state, and local laws, rules, regulations related to aviation safety.
- Plans, develops, promotes, and administers aviation safety education sessions with airport stakeholders in accordance with the elements of the SMS program.
- Conducts timely, comprehensive reviews of aviation accidents and safety incidents and prepares factual reports summarizing causal factors with recommended corrective and preventative actions.
- Works closely with LCPA department leadership, airlines, tenants, and local governmental agencies to ensure RSW is continuously prepared to respond and recover from any emergency in accordance with the Airport Emergency Plan, the Hurricane Plan, and the Airport Security Program.
- Plans, leads, coordinates and conducts frequent training exercises involving all airport, local and regional emergency response assets.
- Develops and maintains all operational processes of the Airport Emergency Operations Center and staffs the AEOC when activated. Serves as the airport liaison with the County EOC and various local, state and national emergency management agencies.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Advanced knowledge of the airport safety management systems and emergency operations at commercial service air carrier airports. Functional knowledge of 14 CFR Part 139 and familiarity of 49 CFR Part 1542 & 1544 as well as various FAA advisory circulars and regulatory guidance. Must be able to plan, prioritize, delegate, and follow up on tasks. Must establish and maintain effective working relationships with various levels of management, officials, and outside agencies at all times. Capable of performing at an advanced leadership level under minimum supervision; possess ability to make independent and rational decisions under stressful conditions; strong exercise development, program management and administrative skills with the ability to establish and maintain a cohesive learning environment. Ability to plan and coordinate a wide range of activities and clearly communicate ideas verbally and in writing and facilitate meetings

and training exercises with large groups. Must be able to perform with a high level of discretion and maintain confidentiality.

Training and Experience: Bachelor's degree in Aviation Management, Safety Management, Emergency Management, or related field is highly desired. A minimum of four (4) years of work experience in SMS and/or Emergency Management to include completion of Homeland Security Exercise & Evaluation Program (HSEEP) and Incident Command System (ICS) All-Hazards position specific courses, such as Incident Commander, Planning Section Chief, and Operations Section Chief is preferred. Experience developing Master Scenario Events List (MSEL) exercise timelines used in training exercises. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Must have experience using Google and Microsoft products.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

SENIOR MANAGER, FACILITIES MAINTENANCE EXEMPT GRADE: 27

MAJOR FUNCTION

This position 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, Systems, and Terminal sections, which is comprised of 82 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, and the lock and key shop. This position is responsible for the direct fiscal management of the Airfield, Grounds, Systems, and Terminal sections' almost 4 million dollar annual budget. Work is performed with and under the direct supervision of the Maintenance Department Director.

GENERAL POSITION DUTIES

- Assist the department director with the development of strategic plans to enhance and continuously improve the maintenance department product in alignment with the LCPA mission and strategic initiatives.
- Establish work priorities and estimate time, labor and material requirements necessary to complete the work effort on time and within 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.
- 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.
- 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.
- Works with the sections to ensure they are staying on top of current industry trends, best management practices, and establishing preventative maintenance schedules and predictive replacement programs to ensure operational readiness, passenger safety, and that customer service is held at the highest standards.

GENERAL POSITION DUTIES (cont.)

- Assists with the development of green sheet documents, briefing documents, and other reports as necessary to support the department.
- Establishes and maintains a set of standard reports, key performance indicators, and/or metrics to illustrate how the sections are performing, operational readiness of the critical assets and responsibilities associated with their sections, and to benchmark how well expectations are being met in compliance with department goals and procedures.
- 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. Ability to communicate and follow written and oral instructions in English. Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; 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, required. Bachelor's degree from an accredited four-year college or university in business administration, airport management or related field preferred. Any combination of education and experience which demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

SENIOR MANAGER, MAINTENANCE ADMINISTRATION EXEMPT GRADE: 27

MAJOR FUNCTION

This position requires significant technical knowledge and the ability to exercise considerable independent judgment 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 Contracts, Programs, and Resources sections of the department, including 22 team members, fleet/equipment maintenance, warehousing, inventory, sign shop, welding/fabrication, budget and the department's Enterprise Asset Management Solution (EAMS). 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. The incumbent shall be familiar with the airport's mechanical systems, including passenger loading bridges, baggage handling systems, HVAC, building automation, security, fire protection, fleet maintenance, airfield lighting and FAA Part 139 compliance, escalator/elevator operations, sign shop, and the welding and fabrication shop. Work is performed with and under the direct supervision of the Maintenance Department Director.

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 EAMS, 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.
- 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.

GENERAL POSITION DUTIES (cont.)

- Serves on various committees to review solicitations, proposals, drawings and correspondence and independently generates comments, notes and feedback for circulation.
- Works with the sections to ensure they are staying on top of current industry trends and best management practices, and establishing preventative maintenance schedules and predictive replacement programs to ensure operational readiness and passenger safety, and that customer service is held to the highest standards.
- Assists with the development of green sheet documents, briefing documents, and other reports as necessary to support the department.
- Establishes and maintains a set of standard reports, key performance indicators, and/or metrics to illustrate how the sections are performing, operational readiness of the critical assets and responsibilities associated with their sections, and to benchmark how well expectations are being met in compliance with department goals and procedures.
- 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 EAM systems, budget principles, training programs, inventory management, and federal, state and local regulations relating to the operation of a commercial service airport. Ability to communicate and follow written and oral instructions in English. Ability to establish and maintain effective working relationships with subordinates, superiors, peers and the public.

Training and Experience: High school diploma/GED; a minimum of five years of supervisory experience; and seven years of experience developing policies and procedures, training programs, budget development, administering EAMS, and ensuring compliance per Federal Aviation Administration (FAA) regulations required. Bachelor's degree from an accredited four-year college or university in business administration, airport management or related field and preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certifications: Possession of a valid Florida driver's license is required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. ACE Airfield Lighting Maintenance certification, AAAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

3/19, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
TIER I

SENIOR MECHANIC, PAGE FIELD **NON-EXEMPTGRADE: 16**

MAJOR FUNCTION

The duties of a Senior Mechanic at a general aviation airport are all-encompassing, broad- ranging and may vary from day-to-day. With general oversight, the Senior Mechanic engages in tasks related to the repair, maintenance, and troubleshooting of heavy equipment, vehicles, heavy-duty trucks, aircraft refueling equipment, ground power units (GPUs), electric and gas-powered tow equipment, and various other types of airport ground service equipment.

GENERAL POSITION DUTIES

- Maintain, repair, and rebuild vehicles, tractors and equipment, such as small engines, aircraft tugs, GPUs, and aircraft refuelers.
- Addresses issues in fuel, electrical, pneumatic, and hydraulic system components, undertaking necessary repairs, replacements, and adjustments.
- Ensures optimal working conditions for tractors, mowers, and related equipment.
- Conduct weekly emergency generator and fire pump checks for maximum reliability.
- Orders parts, supplies, and equipment, and strategically arranges outsourcing of specific repairs based on prioritization and current workload.
- Document all work performed using the department's Computerized Maintenance Management System (CMMS).
- At times will be tasked with assisting with mowing and building trade duties, repairing fuel farm transfer systems, and escorting vendors.
- Repair and troubleshooting various electric, gasoline and diesel engine equipment, encompassing transmissions, differentials, and power take-off units.
- Establish and maintain effective working relationships with co-workers, customers, vendors and public.
- Comply with safety regulations and maintain clean and orderly work area.
- May be required to work any shift, weekends, as well as be on an emergency “on call” rotation schedule.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:
Considerable knowledge of the methods, materials, and practices of the mechanic's trade. Must have 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. Ability to work at elevated heights, lift weights of 50 lbs., stand and be on feet for extended hours, and safely operate airport 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 wiring diagrams, specifications and operating manuals. Ability to communicate freely using two-way radios, sometimes in very noisy environments.

Training and Experience:
High school diploma/GED required. Five years of experience in the Mechanic field, or an equivalent combination of training and experience. Experience and training in the maintenance of aircraft ground support equipment and refueling vehicles preferred.

Licenses and Certificates:
Possession of a valid Florida driver's license. Possession of a valid certificate of competency from Trade or Technical School in the Mechanic field is desired.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/15, 09/15, 10/15, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR MECHANIC, RESOURCES **NON-EXEMPT GRADE: 16**

MAJOR FUNCTION

This skilled work involves the repair and preventative maintenance of specialized fire rescue apparatus, heavy equipment, automotive, heavy-duty trucks, shuttle buses, tractors/mowers, small engine equipment, sweepers, Airport Rescue and Fire Fighting (ARFF) vehicles, fire pumpers, and other specialized equipment. Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience. Must be able to work under the direction of the section supervisor or manager with minimal oversight. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. Work is performed under the direct supervision of the Fleet and Equipment Supervisor for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Perform general overhaul, repair, and troubleshooting of all types of gasoline and diesel engines, transmissions, differentials, and power take-off units.
- Maintain, repair, and rebuild specialized equipment, i.e., runway sweepers, painting machines, loaders, ARFF equipment and trucks, and shuttle buses.
- 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 promptly, following LCPA guidelines.
- May perform some welding tasks.
- Ensures strict compliance with all LCPA OIs and industry best management practices.
- Ensure safety practices are followed at all times, including keeping work areas clean.
- Completes all assigned safety and training classes promptly.
- Ensures compliance with the LCPA personnel policy and procedure manual.
- Completes work to all LCPA standards and maintains vehicles and equipment in a “like new” condition.
- Ensures all time and material is recorded accurately in the EAM system.
- Assists with training and instruction of less experienced team members required to monitor and/or maintain related equipment and systems.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs other work as required or directed.
- Ability to work shifts, including holidays and weekends, and be on call as necessary.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge of the methods, materials, and practices of the heavy equipment and tools commonly used in the mechanic's trade. Ability to properly use and maintain the tools and equipment necessary to complete the assigned tasks. Knowledge of the occupational hazards and safety precautions of the trades. Ability to perform manual labor occasionally under adverse weather conditions. Must possess a good command of the English language with the ability for clear, concise written and oral communications. Ability to follow written and oral instructions. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to maintain accurate records and paperwork, as required. Skilled in the repair and maintenance of all related equipment. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to drive company vehicles and be able to safely operate company equipment. Ability to complete basic EAM data entry tasks. Possess basic knowledge of personal computers and software packages, such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and five years of experience in repairing and maintaining heavy equipment required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Class B CDL driver's license required, or the ability to acquire one within six months of hire. ASE and EVT certifications are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11, 09/13, 10/13, 10/14, 04/22, 10/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
OPERATIONS AND SAFETY DEPARTMENT
TIER I

SENIOR MANAGER, EMERGENCY OPERATIONS **GRADE: 27**
EXEMPT

MAJOR FUNCTIONS

This is professional work in directing, coordinating, organizing, leading and controlling the activities associated with airport emergency management, planning, operations and training. In addition to the duties described below, this position is responsible for the activation and operation of the Airport Command Center during critical events. This position also oversees applicable portions of the Operations department budget associated with these programs and ensures that all programs are current in relation to industry. An Administrative Coordinator reports to the Senior Manager, Emergency Management. Work is performed under the direction of the Director of Operations & Safety.

GENERAL POSITION DUTIES

Coordinates activities to ensure compliance with the Airport Certification Manual including the Airport Emergency Plan, RSW Hurricane Plan, FAR Part 139, Airports Rules and Regulations, and Operations Instructions Manages the Lee County Port Authority's Emergency Operations program with all Aviation Division Departments and coordinates with mutual aid in preparation for and in response to aircraft accidents/incidents and other critical events.

Coordinates, plans and conducts emergency plan training and develops exercises for various departments, airport tenants and agencies in accordance with National Incident Management System (NIMS) Guidelines.

Supports the Airport Command Center functions and may serve in a leadership role in the Airport Command Center during specific events as applicable. Develops improvement plans/programs to correct discrepancies.

Develops and provides training to Operations & Safety Department Staff related to emergency programs such as the Airport Emergency Plan, Hurricane Plan and Family Assistance Program

Coordinates and trains members of the Family Incident Response Support Team (FIRST) which provides support to customers, family members and passengers during critical events.

Represents the Executive Director/Port Authority in community programs related to Emergency Management and serves as the Airport Liaison to the County EOC as well as with various emergency management agencies at the local, state and federal levels.

Due to the nature of the transportation industry, this position may be required to be on-site at any time during an emergency or when a critical event impacts airport operations and requires the activation of the Airport Command Center.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Advanced knowledge of the operations of an air carrier airport, and emergency management. Has thorough knowledge of 14 CFR Part 139 and 49 CFR Part 1542 & 1544 as well as the laws, rules and regulations applicable to the airport's operation. Must be able to plan, prioritize tasks, delegate and follow up on their successful timely completion during stressful situations. Must have the capacity to establish and maintain effective working relationships with various levels of management, officials, and outside agencies during emergency and non-emergency events. Capable of working without supervision during emergencies with the ability to make independent judgments and establish workable policies. Ability to develop emergency exercises and programs, write manuals, maintain records and prepare reports. Ability to plan and coordinate diverse activities and clearly communicate ideas verbally and in writing and facilitate meetings and training exercises 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: Bachelor's degree in Aviation Management, Emergency Management, Business Administration or related field is required. A minimum of 4 years of work experience in Emergency Management to include completion of HSEEP and ICS All-Hazards position specific courses such as Incident Commander, Planning Section Chief, Operations Section Chief is preferred. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Must have experience using two-way radio, Google and Microsoft products. Possession of a valid Florida driver's license is required. Private pilot's license and AAAE Airport Certified Employee (ACE) or Certified Member (CM) is also desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

01/06, 12/11, 04/12, 10/13, 12/23, 03/24

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.

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.

09/03, 02/11, 07/11, 10/13, 11/17, 8/18

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.

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.

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
ADMINISTRATION DIVISION
PROPERTIES DEPARTMENT

SENIOR MANAGER, PROPERTIES **GRADE 27**

MAJOR FUNCTIONS:

This is a professional position which supports the goals, objectives and efforts of the Properties Department. Effective communication and coordination with Port Authority staff and tenants is required. Projects a professional image of the Authority and serves as a liaison to existing and prospective tenants. Responsible for all activities associated with the airport advertising program. The position requires strong communication and organizational skills in order to provide effective professional support.

GENERAL POSITION DUTIES:

Negotiate, prepare, and direct the negotiation and preparation of, leases, license and permit agreements, and other contracts with current and future tenants and other business partners leasing space at, or doing business at, Southwest Florida International Airport or Page Field, including but not limited to airlines, concessionaires, service companies, and various types of aeronautical and non-aeronautical businesses.

Participate in, coordinate, manage, and help oversee requests for letters of interest (LOIs), requests for proposals (RFPs), and requests for bids (RFBs) pertaining to various airport concessions and other leases, from initial development of strategy and documents, through drafting, review, revisions, coordination with Purchasing and other departments, public pre-bid or pre-proposal meetings, addenda, award, and leasing.

Analyze and prepare summaries and recommendations regarding real estate development proposals.

Develop and update policies and procedures for property management activities.

Serve as an effective primary liaison with local concession managers.

Monitor, manage, and resolve compliance issues with tenants, concessionaires, and permittees such as ground handling companies.

Work closely with other departments such as Maintenance, Engineering, Development Services, General Aviation, and Legal, as well as senior and executive staff, tenants, and government agencies regarding real estate matters, property management, contract compliance, and land development.

Participate in meetings/events associated with Airport Operations, Airline Managers, Rental Car and Concessionaire, etc.

Review and evaluate tenants' and permittees' insurance coverages and financial guarantees such as letters of credit and surety bonds.

GENERAL POSITION DUTIES: con't.

Assess financial risks in all phases of the Authority's activities and recommend the most advantageous methods of mitigation. Assist with the Authority's risk management functions, including coordination with insurance consultants and brokers to procure, bind, and manage, and renew insurance policies.

Respond to inquiries relating to leasing space and/or doing business on airport property.
Assist with business recruitment activities.

Establish and maintain effective working relationships with Federal, State, County, City and other government officials, as well as members of various boards, Airport employees, business and community groups, Airport tenants, and the public.

Work with new and existing tenants with a variety of lease requests and coordinate projects with other departments within the Port Authority. Manage lease and space exhibits, available real estate, and tenant/space changes and updates.

Manage reported non-compliance issues / lease violations and assists Operations if matter need to be elevated to tenant corporate levels.

Complete industry research related to Properties and Advertising functions through strong networking and organizational contacts. Conduct surveys with tenants, airports and related industries.

Manage any tenant pre-lease needs and assists with the determination of facility locations to accommodate tenants.

Develop high-level correspondence and communications, including professional presentations. Maintain correspondence, documentation, and records.

Provide data and analysis on issues related to marketing and lease management.

Assists in the management of the Properties Department in all applicable areas and as needed by the Department Director.

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. Ability to coordinate with subordinates, peers, management and tenants in a professional manner. Familiarity with industry terminology

is desired. Knowledge of numerous software / graphic design programs such as Google, Excel, PowerPoint, and Adobe Photoshop. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, department heads, tenants and the general public.

Training and Experience: Graduation from a four-year college or university with a degree in Business Management/Marketing, or related field and a minimum of three to five years' experience in aviation, hospitality or commercial real estate is preferred. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. Valid Florida driver license required.

07/19

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR TRADESWORKER, AIRFIELD **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This skilled work involves the installation, preventive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment, building maintenance, using hand tools, power tools, and various measuring and testing instruments. Responsible for setting up and working in an approved work zone when necessary and maintaining accurate records. Assignments are received in oral and written form by the Airfield Crew Chief, Airfield Supervisor, or the Airfield & Grounds Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Airfield Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Performs all phases of troubleshooting, preventive maintenance, and inspections of electrical and mechanical equipment, 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.
- Troubleshoots, repairs, replaces, and adjusts fuel, electrical, pneumatic, water, sewer, building and hydraulic systems, fuel management systems, airport signage, the airfield lighting system, emergency generator systems, security fencing, parking lots and roadway lighting, concrete and asphalt pavements, HVAC, energy management systems, and building and structure repair. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience.

GENERAL POSITION DUTIES (cont.)

- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends, and on call

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include but is not limited to HVAC, electrical, plumbing, carpentry, painting, or general construction. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and three years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or a similar trade required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida Driver's License required. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. CDL Class A preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR TRADESWORKER, GROUNDS **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This position performs skilled work in the grounds maintenance/landscaping trades. This position consists of grounds maintenance, landscaping, spray application, irrigation maintenance, heavy equipment operation, and tree and plant maintenance. This position is responsible for establishing and maintaining a maintenance program for irrigation and Integrated Pest Management (IPM). This position monitors weed, insect, and disease occurrences and prescribes chemical and mechanical controls. Must be able to calibrate equipment and calculate proper formulation based on manufacturers' rates and all local, state, and federal laws. This position assists with maintenance activities associated with plant/turf health, irrigation systems, and weed control in landscaped areas, lakes, canals, and waterways. This individual will maintain, troubleshoot, and repair irrigation systems. Responsible for setting up and working in an approved work zone when necessary and maintaining accurate records. Assignments are received in oral and written form by the Grounds Crew Chief, Grounds Supervisor, or the Airfield & Grounds Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Grounds Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Perform general pruning, weed control, plant/tree replacement, pesticide application, mulching, fertilization, mowing, blowing, edging, sweeping, tree trimming, watering, and trash removal in assigned areas.
- Maintain inventory of equipment, material, and supplies necessary for areas of responsibility. Inspect landscaping and report pest, weeds, nutrient, and irrigation issues.
- Perform daily inspections on assigned equipment including lubrication and minor maintenance. Perform minor operator maintenance of equipment.
- Operate or transport heavy and light equipment depending on situations and circumstances and relieve or replace absent operators. Equipment includes hand and power tools; operating tractors with broom, grading equipment, and/or mowing attachments; driving and operating pickup trucks, watering trucks, dump trucks, trencher, loaders, backhoes, runway sweepers, skid steer loaders with attachments, and riding lawn mowers as needed.
- Perform drainage maintenance as required and concrete construction, such as repair/build catch basins, installation of pipe, and headwall repair. Assist in the maintenance and repair of a variety of irrigation systems, including wells, electronic controllers, and timers.
- Performs general and specialized tasks in landscape maintenance, repair of irrigation systems, landscape equipment, and pesticide application.
- Order and maintain inventory of fertilizers, pesticides, and equipment as required.

GENERAL POSITION DUTIES (cont.)

- Performs general pruning, plant/tree replacement, fertilization of ornamental plants/trees and turf, and trash removal.
- Create and manage a fertilization program for landscape turf and plants based on industry standards applicable to Southwest Florida and manufacturers' rates. Maintain weed control and health in canals, ponds, and waterways.
- Identify insect, disease, and weed problems common to Southwest Florida. Establish an IPM program based on industry-established principles and guidelines.
- Knowledge and ability to safely mix and handle chemicals and calibrate equipment for broadcasting liquid or dry agents. Calculate chemical formulations based on manufacturers' labels. Maintain records and chemical storage and mixing areas in compliance with county, state, and federal regulations.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner.
- Completes work to all LCPA standards and maintains facilities in a "like new" condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: Possesses technical knowledge of the practices, methods, materials, and tools commonly used in aquatic pest control and the landscape trade. Swimming skills, knowledge of safe boating skills, and knowledge of watercraft flotation devices are essential. Knowledge of related codes, rules, and regulations of irrigation and pesticide application as well as plants, insects, disease, and soil conditions common to Southwest Florida. Ability to obtain and keep AOA and non-movement area privileges as needed. Ability to properly use and maintain tools, inventory of parts, materials, and equipment of the irrigation and landscape trade. Knowledge of the occupational hazards and safety precautions of the trades. Ability to set up a safe and legal work zone area. Ability to drive company vehicles and be able to safely operate company equipment, such as a dump truck, bobcat, watering truck and/or other light duty equipment. Ability to perform manual labor occasionally under adverse weather conditions. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to carry a backpack sprayer. Ability to communicate and follow written and oral instructions in English.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Skills, and Abilities (cont.): Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to maintain accurate records and paperwork, as required. Possess basic knowledge of personal computers and software packages such as Microsoft Office, EAMS, Google Workspace, or other software products. Enter basic data into the enterprise asset management (EAM) system.

Training and Experience: High school diploma/GED and three years of experience in grounds maintenance, pesticide applicator, irrigation technician, tree/shrub trimming, landscape maintenance technician, or aquatics maintenance technician is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of valid Florida driver's license is required. A valid Limited Lawn & Ornamental Pesticide Applicator's License with Right-of-Way Aquatics categories is required within six months of employment. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. Limited Lawn & Ornamental Pesticide License required within 90 days of employment. CDL Class A and I.S.A. Arborist Certification preferred.

EMERGENCY RESPONSE

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

9/04, 10/13, 2/20, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
Tier I

SENIOR TRADESWORKER, GROUNDS PAGE FIELD **NON-EXEMPT 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 administer the application of herbicides and pesticides. In addition to the grounds duties, this position will assist other trades with preventive maintenance and repair tasks to include, 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

Promote Safety. Take an active role in prioritizing safety throughout the airport operation for yourself and others at all times.

Perform operational and safety inspection prior to operating all equipment.

Maintain equipment in a safe, clean and professional manner.

Mow fields on both AOA and non-AOA parcels. Work within the runway safety and movement area requires clear, concise communication with ATCT at all times.

Maintain drainage ditches to be obstruction free to allow discharge of stormwater 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 records and chemical storage and mixing areas in compliance with county, state and federal regulations.

Calibrate and maintain equipment for accurate chemical application and maintain in a safe, clean and proper working condition.

Calculate chemical formulations based on manufacturers rates.

Order and maintain inventory of pesticides, herbicides and equipment as required.

Apply herbicides, insecticides, and fungicides and other horticultural agents in compliance with county, state, and federal regulations.

Maintain weed control and health within canals, ponds, and waterways.

Troubleshoot and make necessary repairs to irrigation systems.

Establish and maintain effective working relationships with co-workers, customers, vendors and the public.

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 landscaping 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.

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: High School Diploma/GED required. Three 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 turf and aquatics categories or ability to obtain within 12 months. CDL Class B with air brake endorsement desirable. I.S.A. Arborist certification is desirable.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

03/05, 03/11, 10/13, 02/15, 03/16, 12/17 6/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

SENIOR TRADESWORKER, LOCK/KEY **NON-EXEMPT 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 systems, and keys produced. Must follow all security guidelines as directed by the Transportation Security Administration (TSA). This position works closely with the Airport Police Department, Aviation Security & Technology departments, and when security/lock keys are involved. This position also assists the Systems team as needed in the installation, preventive maintenance, troubleshooting, and repair of industrial electrical/electronics and mechanical airport systems and equipment. All duties are to be performed under safe operating conditions. Assignments are received in oral and written form by the Systems Crew Chief, Systems Supervisor, or the Systems Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Systems Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Responsible for updating/maintaining the lock and key management software
- Troubleshoot and perform maintenance on electronic/manual locks and associated door hardware
- Program all electronically controlled locks
- Operate key duplicator (tubular and 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 databases
- Use of standard hand and power tools
- Maintain privacy of confidential access programming codes
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical/electronic systems with a clear knowledge of low-voltage and high-voltage, electromechanical, and computer-operated systems.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner.
- Completes work to all LCPA standards and maintains facilities in a “like new” condition.

GENERAL POSITION DUTIES (cont.)

- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends, and on call.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Thorough knowledge of applicable safety practices, FAR Part 139, and general knowledge as per NFPA 70, 72, & 80 and the NEC (Article 100). Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include, but is not limited to, industrial electronics; electrical, low, and high voltage; mechanical, or general construction. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and three 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 required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of valid Florida driver's license required. Certificate in at least one of the various designations of the Associated Locksmiths of America (ALOA) with electronically controlled security systems preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in Electrical or Industrial Electronic maintenance trades, or any formal education where a degree was obtained is preferred. IFMA FMP or CFM credentials are preferred.

EMERGENCY RESPONSE

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

11/16, 3/18, 12/22, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
PAGE FIELD
Tier I

SENIOR TRADESWORKER, PAGE FIELD **NON-EXEMPTGRADE: 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, security equipment, building electrical and automation systems, plumbing, gate operators, and various other equipment and apparatus. At times, work may involve mowing and grounds maintenance to include string trimming, grading, or irrigation system repairs. At times work will 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 act as a crew leader on certain projects as assigned. Must be a self-starter and have the drive to learn new skills and trades.

GENERAL POSITION DUTIES

Promote Safety. Take an active role in prioritizing safety throughout the airport operation for yourself and others at all times.

Maintenance, repair, and installation of electrical systems: single and three phase, solar inverters, interior, exterior and pole lighting, building control systems, gate operators, and security systems.

Maintenance, repair, and troubleshooting of heating, ventilation and air conditioning systems: chilled water system, packaged units, split systems, exhaust fans, variable air volume and fan terminal units, portable units, and duct heaters.

Repair and maintain previously installed commercial plumbing systems ranging from electronic fixtures, lift stations, oil water separators, and other sewer systems.

May be asked to operate equipment such as articulating lifts, riding lawn mowers, backhoes, dump trucks, large tractors, and other heavy equipment.

Assist Crew Chief with troubleshooting and repairs to airfield lighting circuits and related equipment.

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, weekends, 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.

Performs all other related work as required or directed.

MINUMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable trade knowledge in HVAC, electrical systems and building maintenance operations. 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.

Ability to interact with co-workers and the public in a considerate and professional manner.

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:
High school diploma / GED required. Five years experience in one or more of the building trades preferred; or an equivalent combination of training and experience. Will be required to complete Airport Operations Area Movement Area Driver Training within 6 months of hire. Must have basic knowledge of Google applications and cloud software.

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

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:
Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR TRADESWORKER, SIGN SHOP **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This skilled work involves various duties in a sign fabrication facility, including operating multiple computer-based sign software and hardware, numerous plotters, printers, and vinyl-cutting machines. This position is required to assist in other duties, including the operation and transportation of vehicles and equipment. This individual will also work with the Enterprise Asset Management System (EAMS). Must be able to accept assignments received in oral or written form and may be accompanied by sketches, diagrams, or blueprints. Work will be reviewed during performance or upon completion, depending on the nature of the duties being performed. Work is performed under the direct supervision of the Programs and Resources Manager.

GENERAL POSITION DUTIES

- Product research, locating and ordering materials, parts, and other supplies.
- Operate light-duty truck with a trailer.
- Operate different types of personnel lifts and aerial devices.
- Maintain a small materials warehouse, issuing and restocking.
- Ensures that all labor, materials, costs, and contract services are assigned to the EAMS for work order recording.
- Use of tools and machinery such as ladders, lifts, and other devices.
- Assists with training and instruction of less experienced team members required to monitor and/or maintain related equipment and systems.
- Ensures work is being completed safely in accordance with internal OIs and industry best management practices.
- Responsible for quality control of work and workplace.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Ensures compliance with the personnel policy and procedure manual.
- Completes work to all LCPA standards, maintains facilities in a “like new” condition.
- Completes all assigned safety and training classes in a timely manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Skilled in the repair and maintenance of all related equipment. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of the practices, methods, materials, and tools commonly used in sign shop applications, including Autodesk AutoCAD Lt, and Adobe Photoshop. 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.

MINIMUM QUALIFICATIONS (cont.)

Knowledge, Abilities, and Skills (cont.): Ability to maintain accurate records and paperwork, as 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 objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to drive company vehicles and be able to safely operate company equipment. Ability to complete basic EAM data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google suite, or other software products. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks.

Training and Experience: A high school diploma/GED and three years of experience in sign making, sign installation, or similar trade required. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required. CDL Class B and certification to operate an insulated personnel lift required within one year of employment. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11**,** 10/13, 12/19, 09/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR TRADESWORKER, SYSTEMS **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This skilled work involves the installation, preventive maintenance, troubleshooting, and repair of industrial electrical/electronics and mechanical airport systems and equipment, building maintenance, using hand tools, power tools, and various measuring and testing instruments in a medium-sized airport. All duties are to be performed under safe operating conditions. This position may be required to assist the department's locksmith with various tasks as needed. Assignments are received in oral and written form by the Systems Crew Chief, Systems Supervisor, or the Systems Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Systems Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations
- Performs all phases of troubleshooting, preventive maintenance, and inspections of electrical and mechanical equipment
- Requires thorough knowledge of airfield gates and gate operators, public announcement system, Exit Century Systems, UPS units, security access control system, CCTV, fire alarm, fire sprinkler system, and building automation systems
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical and Electronic systems
- Must be able to safely incorporate lockout/tagout procedures
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical/electronic systems with a clear knowledge of low-voltage and high-voltage, electromechanical, and computer-operated systems
- Use of standard hand and power tools
- Maintain equipment in safe, clean, and proper working condition
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner
- Completes work to all LCPA standards and maintains facilities in a "like new" condition
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner
- Performs all other work as required or directed

GENERAL POSITION DUTIES (cont.)

- Ability to work shifts, including holidays and weekends, and on call

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Thorough knowledge of applicable safety practices, FAR Part 139, and general knowledge as per NFPA 70, 72, & 80 and the NEC (Article 100). Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include, but is not limited to, industrial electronics; electrical, low, and high voltage; mechanical, or general construction. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and three 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 required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida Driver's License required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in Electrical or Industrial Electronic maintenance trades, or any formal education where a degree was obtained is preferred. IFMA FMP or CFM credentials are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

SENIOR TRADESWORKER, TERMINAL **NON-EXEMPT GRADE: 14**

MAJOR FUNCTION

This skilled work involves the installation, preventive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment, building maintenance, using hand tools, power tools, and various measuring and testing instruments. Responsible for setting up and working in an approved work zone when necessary and maintaining accurate records. Assignments are received in oral and written form by the Terminal Crew Chief, Terminal Supervisor, or the Terminal Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Terminal Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- 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, PLCs, variable frequency drives, positioning sensors, and mechanical dynamics. Must be able to locate problems and apply proper rigging techniques to replace defective parts on machinery.
- Must be able to maintain and repair industrial air handlers (AHUs), various pumps, and HVAC equipment, including adjustments and calibration of parts and components.
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical systems. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Performs maintenance and repair of HVAC equipment.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)

GENERAL POSITION DUTIES (cont.)

- Must be able to mentor less experienced team members and promote an atmosphere of shared knowledge and experience.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends, and on call

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include but is not limited to HVAC, electrical, plumbing, carpentry, painting, or general construction. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and three years of experience as an industrial maintenance technician, HVAC mechanic, electrician, or a similar trade required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida Driver's License required. CDL Class A preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER II

SENIOR WAREHOUSE SPECIALIST, RESOURCES NON-EXEMPT GRADE: 13

MAJOR FUNCTION

This skilled work involves clerical and physical tasks such as ordering, shipping, storing, cataloging, and issuing supplies, tools, and materials purchased and consumed by all Port Authority departments. Work includes receiving material, requisitioning for the purchase and/or distribution of material or supplies, and maintaining required stock and inventory levels. This individual works within the Enterprise Asset Management System (EAMS), issuing parts to work orders, receiving goods, and creating purchase requisitions to ensure the inventory levels are appropriately maintained and works closely with the EAMS team. Must be able to establish and maintain procedures for warehouse operation. Must be able to work under the direction of the section supervisor or manager with minimal oversight. Work will be reviewed during performance or upon completion, depending on the nature of the duties being performed. Work is performed under the direct supervision of the Maintenance Supervisor, Warehouse, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Receives all incoming materials and supply shipments, verifying quantity and description accuracy; files any necessary damage reports and stores materials in the proper warehouse location.
- Frequently required to pick up or deliver materials or supplies and perform escorts as required in secure areas.
- Prepares purchase requisitions; tracks the status of purchase orders and invoices.
- Responsible for ensuring compliance with LCPA policies, procedures, and operating instructions.
- Distributes material to authorized personnel as needed.
- Responsible for auditing and maintaining adequate fuel levels. Assists in monitoring any technical issues and helps schedule repairs as needed.
- Monitors warehouse and storeroom operations to ensure compliance with established safety practices.
- Ensures material is recorded accurately in the EAM system.
- Operates a forklift.
- Ensure safety practices are followed at all times, including keeping work areas clean.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs other work as required or directed.
- Ability to work shifts, including holidays and weekends, and be on call as necessary.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Considerable technical knowledge in enterprise asset management systems, warehousing, and work order processing. Knowledge of maintenance organizations, departmental responsibilities, practices, processes, and priorities. Ability to perform manual labor occasionally under adverse weather conditions. Must possess a good command of the English language with the ability for clear, concise written and oral communications. Ability to follow written and oral instructions. Ability to maintain accurate records and paperwork, as required. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to drive company vehicles and be able to safely operate company equipment. Ability to complete basic EAM data entry tasks. Possess basic knowledge of personal computers and software packages, such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: A high school diploma/GED and a minimum of three years of experience in facilities, maintenance, warehousing, and/or airport operations required. Graduation from an accredited four-year college or university with a degree in business management, computer information systems, or a related field preferred. Any combination of education and experience that demonstrates the ability to perform duties effectively may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. AAAE accreditations or certifications (AAE, CM, ACE) and IFMA (FMP, CFM) are preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

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09/04, 03/11, 10/13, 12/19, 09/23, 12/23

LEE COUNTY PORT AUTHORITY
DEVELOPMENT DIVISION
ENGINEERING AND CONSTRUCTION DEPARTMENT

SENIOR ENGINEER **GRADE: 22**

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. This individual will be responsible for the coordination of each project with other Port Authority Divisions, including

GENERAL POSITION DUTIES (cont.)

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.

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 (3) 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.

9/10, 02/14

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT
TIER III

STAFF ACCOUNTANT **GRADE: 14**

MAJOR FUNCTIONS

The staff accountant is a professional position that performs complex professional level accounting including preparing and posting general ledger entries, reconciliation, financial reporting, audit preparation, fixed assets accounting and a variety of professional accounting functions relative to assigned areas of responsibility. This position involves the use of a variety of accounting systems and advanced clerical functions. The employee in this class exercises considerable initiative and independent judgement in planning, installing, revising and maintaining accounting procedures in the preparation of statements and reports. Reports to the Finance Manager.

GENERAL POSITION DUTIES

- Prepares and posts general ledger entries performing reconciliations
- Assists in the preparation, implementation and maintenance of accounting procedures
- Supports other areas within the finance department as necessary
- Performs detailed work involving written or numeric data and makes mathematical calculations rapidly and accurately
- Analyzes data and prepares related fiscal reports
- Performs other duties as required

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Considerable knowledge of general accounting theory and financial reporting, preferably in Government Accounting
- Familiarity with fiscal principles, practices and reporting
- Ability to perform accounting procedures in the maintenance of fiscal accounting records
- Ability to summarize and analyze financial and accounting data
- Ability to communicate effectively with others and at various levels of an organization
- Attributes include, critical thinking, problem solving, excellent time management, ability to multitask and prioritize effectively, highly organized and methodological approach to daily work

Training and Experience: Bachelor's degree in accounting, finance or business administration from an accredited four-year college/university required with accounting experience preferred or candidates nearing graduation or with advanced accounting coursework. Public agency experience in accounting a plus. Considerable knowledge of personal computer with Microsoft Office, Google or similar software experience. Must possess a valid Florida driver's license.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside

their normal scope of work to assist in resuming airport operations and flight activities.

11/24, 01/25

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
FINANCE DEPARTMENT

STAFF ACCOUNTANT, AR **GRADE: 14**

MAJOR FUNCTIONS

Performs professional accounting work of varying types as it relates to Accounts Receivable. This position involves the use of a variety of accounting systems and advanced clerical functions. This position is responsible for the day to day activities of A/R which includes coordination and preparation of airline and customer billings. In addition the position is responsible for monitoring overdue accounts. These duties are performed under the general supervision of the Finance Manager.

GENERAL POSITION DUTIES

The A/R Accountant is responsible for collection of statistical data; coordination and preparation of invoices and related account analyses. In addition the position is responsible for monitoring overdue accounts which includes the preparation of late charge reports and analyses. This position will ensure deadlines are met for all billings as well as verifying that proper entries are made to the accounting system. Excellent communication skills, both verbal and written are required.

This position will make recommendations to management regarding uncollectible accounts for write-off. This position will perform advanced analytical analysis of A/R and other areas as required.

This position will interface with the Clerk of Courts Finance Division to ensure revenue batches are posted properly in their records.

This position will also perform other duties as assigned.

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 therefrom. Ability to summarize and analyze financial and accounting data. Ability to communicate effectively with others and at various levels of an organization.

MINIMUM QUALIFICATIONS (cont.)

Training and Experience: Graduation from a four year College or university with a Bachelor's Degree in Accounting, Finance, or Business, and 4 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. Must possess a valid Florida driver license.

05/06, 02/11, 10/13

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

SUPERVISOR – ACCESS CONTROL OFFICE **GRADE: 15**
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), Personal Identifying Information (PII), and Criminal Justice Information (CJI); 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 the 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.

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 Quality Assurance (QA) checks of work performed in the Access Control Office.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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. Must be able to maintain the confidentiality of all information associated with the operation of the office.

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. Must successfully pass competency screening, background check and drug screening. Must be able to maintain requirements to possess an airport security access badge.

This position is subject to recall or holdover due to emergencies or projects.

Emergency Response/Recovery Activities:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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 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 ADMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT
SYSTEM SUPPORT TECHNICIAN
TIER II

SYSTEM SUPPORT TECHNICIAN **NON-EXEMPT GRADE: 15**

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.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES: Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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.

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
AMINISTRATION DIVISION
INFORMATION TECHNOLOGY DEPARTMENT

SYSTEMS SUPPORT COORDINATOR **GRADE: 15**

MAJOR FUNCTIONS

This is a responsible professional technical position involving all functions of a Computer Systems Network implementation and support. The coordinator balances their work load with other departments and plans his/her schedule through the supervision of the Information Technology Manager and/or the Department Director. This position is responsible for Windows NT Servers and other network operating system software and hardware including customer support and server troubleshooting.

GENERAL POSITION DUTIES

Installs personal computers and network software. Assists in the selection of new hardware and software. May provide on site training as required to network and application users. Participates in meetings with staff, departmental directors and other Port Authority personnel to effectively solve problems related to network servers, routers, switches, communications as well as networked user *personal* computers and software. Troubleshoots network related hardware and software problems. Resolves problems or uses appropriate technical support as necessary. Performs server backup and restoration and other related work as 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. 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: Working knowledge of network server operating characteristics, capabilities and limitations of networked personal computers and related software. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Considerable knowledge of software packages including Windows NT Server, MS Exchange, MS Internet Explorer**,** Microsoft Office, Windows 95 and/or Windows NT Workstation and other IBM compatible software.

Training and Experience: An Associates degree in Computer Science or technical training in a related field plus a minimum one year experience working with computers or a combination of technical courses and experience with over 2 years of networked or stand alone personal computers. Experience should include installation and support of Windows NT Server, Windows NT Workstations and personal computer hardware and software.

Licenses/Certificates: Possession of a valid Florida driver license is required. Microsoft Certification is highly desired**.**

09/03, 03/11, 10/13

LEE COUNTY PORT AUTHORITY
ADMINISTRATION DIVISION
HUMAN RESOURCES DEPARTMENT
TIER III

TALENT ACQUISITION SPECIALIST **EXEMPT GRADE: 19**

MAJOR FUNCTIONS

This is a professional position that supports the goals, objectives and policies of the Human Resources Department and Lee County Port Authority. Reporting to the senior HR manager, this position will work directly with hiring managers to fill open positions. Additionally, will develop and implement effective recruiting strategies to attract a diverse pool of qualified talent for the organization. Provides a positive candidate experience by fostering relationships, sharing information, offering guidance and positioning LCPA as the employer of choice.

GENERAL POSITION DUTIES

- Develops relationships with hiring managers to determine job description accuracy and any job posting requirements. Works closely with managers to gain a comprehensive understanding hiring needs for each position and identify specific external job boards for posting
- Responsible for posting internal and external openings utilizing a variety of job boards finding candidates. Manages external postings and advises hiring manager when expired. Forwards candidates to hiring manager and assists with qualified applicants for interviews, offers and rejections.
- Functions as system administrator for NEOGOV from job postings through coordination of the employee onboarding process to ensure a timely and efficient hiring process for incoming employees and internal candidates
- Collaborates with the hiring manager and/or other human resource staff during the offer process, reviewing salary ranges, confirming start dates/notices, other pertinent details and prepares offer letters
- Manages the onboarding process by scheduling drug tests, physicals, and psychological evaluations as necessary. Coordinate all pre-employment screening: background checks, and drug test results in a timely manner
- Assists with onboarding, including sending employment information to new hires and completing both pre-employment screening items and internal new hire documentation. Communicates with unsuccessful applicants and sends rejection letters
- Serves as backup for Orientation as needed

- Functions as onboard system administrator (NEOGOV Onboard) through coordination of the employee onboarding process to ensure a timely and efficient hiring process for incoming employees and internal candidates. Keeps NEOGOV up to date with candidate information

- Performs activities involving preparing, verifying, approving and transmitting all electronic Reports of Personnel Action (eRPA). Enter new hire information into the HRIS system and manage team members' electronic files. Works closely with the HRIS manager to manage open positions and position numbers

- Represents LCPA at job fairs, college recruiting events, plans, organizes, and implementing outreach efforts. Acts as the community liaison to promote LCPA in the area

- Researches salary information as needed and assists with the Pay Plan

- Ensures compliance with federal, state, and local employment laws and regulations, and company policies

- Works in a team environment within the HR Department and in coordination with the IT Department, Lee County and Lee Clerk's Office

- Performs all other related work as required

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Knowledge and understanding of human resources best practices, recruiting techniques, EEOC, and employment law. Must be highly organized, detail oriented with the ability to communicate effectively both orally and in writing. Must have the ability to work with all types of people and at all levels. Ability to interpret and apply policies, rules, regulations and procedures. Ability to multitask and manage multiple priorities. Must possess a professional and friendly demeanor, a commitment to providing superior customer service, the ability to work independently and as part of a team. Must have excellent problem-solving and decision-making skills, computer literacy, and familiarity with HR database systems, Google Workspace, and job posting sites.

Training and Experience: Requires any combination of education and experience equivalent to graduation from an accredited four-year university or college with a Bachelor's degree in Human Resources Management, Business Administration, Public Administration, Communications, or related field. Minimum of three to five years managing all phases of the recruitment and hiring process highly preferred, prior recruiting background is necessary. SHRM and/or HRCI certification a plus. Possession of a valid Driver's License with an acceptable driving record.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT
TIER 1

TECHNICIAN I, ARFF **NON-EXEMPT 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 statue. 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 the incident command system as a team leader.

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 Required: Must be a high school graduate or hold a G.E.D. Must have a current Florida State Fire Fighters Certification, and Florida Emergency Medical Technician. Employees must hold a valid Florida Class D Non Commercial driver license, a current Basic Life Support/CPR card. Candidates must have at least 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).

EMERGENCY RESPONSE/RECOVERY ACTIVITIES:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

08/03, 02/11, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER I

TECHNOLOGY PROGRAMS SPECIALIST, APD **NON-EXEMPT Grade: 19**

MAJOR FUNCTION

This is a professional and highly responsible position that will oversee the records management system for the Police Department. The position will also assist as a primary technician on the Computer Aided Dispatch (CAD) system functionality and software applications, including data analysis, reporting, and management of peripheral systems such as Mobile Data Computers (MDC) and other software. This position assesses, proposes, coordinates, and implements solutions to software issues, system configuration modifications, and system enhancements to most of the applications utilized by the Police Department. The employee will have personal responsibility 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.

Responsible for technical work and application administrative duties. This position will also be responsible for overseeing the body worn camera (BWC) footage and public record retention related to vehicle and BWC footage. Manages and maintains several Law Enforcement Systems including the Records Management System (RMS), Computer Aided Dispatch (CAD) and Mobile system, body worn cameras, all traffic related systems and any other applications utilized by the Police Department. Will serve as a liaison between the Police Department and the LCPA IT Department. The work is performed under the Administrative Supervisor in accordance with established policies, rules and regulations.

GENERAL POSITION DUTIES

- Will assist in creating custom data entry fields or modules in the RMS/CAD to assist with reporting and analysis, basic knowledge of HTML and Javascript;
- Will assist Training in implementing and creating documentation for all systems utilized. Assist with departmental training for all users in the Police Department and implementing new systems and any additional updates.
- Coordinates the Body Worn Camera (BWC) system to include purchasing, maintaining, and disseminating of video;
- Performs the duties of the administrator for the Live Scan fingerprint and the RapidID fingerprint systems;
- Troubleshoot any technical issues with BWC and vehicle dashboard cameras, vehicle printers, radios and other technical hardware utilized by the Police Department;
- Coordinate with the LCPA IT Department to research, identify, and implement any additional applications and technology that will assist the Police Department;
- Ensures the RMS/CAD and any Video Management System applications function efficiently and effectively on a 24/7 basis;
- Ensures the 800 MHz radios function efficiently and effectively on a 24/7 basis, directly involved with all projects and reported issues related to maintaining and enhancing the 800 MHz radio system;
- Works directly with LCPA IT, LCPA Maintenance, Motorola, SOMA and County stakeholders to ensure technical issues of system applications used by the Police Department are reported and promptly resolved;
- Troubleshoots any system issues/discrepancies reported by users of the system and responds to technical support concerns reported by operational staff and administration;

- Ensures optimum performance of all system and software applications is maintained;
- Serves as a point of contact for the Police Department to resolve technical issues and service outages;
- Attends meetings and training as needed to ensure functionality of the CAD/RMS and all other technical systems meets operational needs and demands;
- Research and recommend any additional new technology and programs that will be utilized by the Police Department;
- Test system changes and updates for accuracy and effectiveness and then implements the changes into a live environment;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities: 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. Considerable knowledge of administrative practices and office procedures specific to Law Enforcement. Must pursue continuous learning and improvement objectives and demonstrate a high-level of customer service to all airport stakeholders regardless of workload or situational stress. Must demonstrate a thorough knowledge of the functions and technical parameters of all systems in the Police Department; possess above-average technical and analytical capabilities. Must maintain all CJIS requirements for unescorted access throughout LCPA properties. Must be able to train effectively in both large groups and individually. This position requires the ability to work different shifts (nights, weekends, and holidays) depending upon the needs of the department and may be adjusted periodically. This position is subject to holdover or recall on a 24-hours basis for essential services and emergencies.

Training and Experience: Graduation from an accredited college or university with a two-year degree or with a minimum of 2 to 5 years' experience in computer science or related field, or an equivalent combination of education and experience may be considered adequate for the position. Two years of experience working in a related law enforcement setting. Possession of a valid Florida driver's license is required. Preferred experience with a minimum of four years working with record/report management systems, property and evidence responsibilities, or Radio and BWC systems. Preferred four-year degree.

OTHER:

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

TECHNOLOGY PROGRAMS SPECIALIST

GRADE: 19
NON-EXEMPT

MAJOR FUNCTIONS

This is a professional and highly responsible position for overall management and operation of the Authority's critical public safety security systems to ensure optimum performance. Serves as the primary technician on all Computer Aided Dispatch (CAD) system functionality and software applications, including data analysis, reporting, and management of peripheral systems such as Mobile Data Computers (MDC) and other software related to the functionality of the CAD. This position assesses, proposes, coordinates, and implements solutions to software issues, system configuration modifications, and system enhancements to all safety and security program applications utilized in the AOCC and the ID Office.

GENERAL POSITION DUTIES

Answers emergency and non-emergency calls for service and monitors all AS&T Department systems on a daily basis.

Ensures the CAD system, 800 MHz radios, digital and analog Video Management Systems, Access Control Systems, and airport badging software applications function efficiently and effectively on a 24/7 basis.

Directly involved with all projects and reported issues related to maintaining and enhancing the CAD system, 800 MHz radio system, Video Management Systems, Access Control Systems and badging software applications.

Troubleshoots any system issues/discrepancies reported by both internal and external stakeholders and direct users of the system and responds to technical support concerns reported by operational staff and administration.

Works directly with Hexagon, LCPA IT, LCPA Maintenance, Motorola, and County stakeholders to ensure technical issues of system applications used by AS&T are reported and promptly resolved.

Ensures optimum performance of all system and software applications is maintained.

Serves as point of contact for dispatch to resolve technical issues and service outages.

Attends meetings as needed to ensure functionality of the CAD and all other technical systems meets operational needs and demands.

Attends the weekly Change Management meeting, and works with the IT department to plan and implement system changes following service management best practices.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT OPERATIONS DEPARTMENT
TIER I

TECHNOLOGY PROGRAMS SPECIALIST

GRADE: 19
NON-EXEMPT

Researches problems using logs, system manuals, and technical reference material and reports these issues to the department director.

Through consultation with the department director, airport police liaison, and airport rescue & firefighting liaison, implements CAD response configurations, map changes and updates, event types, and deployment records.

Monitors system support tickets from CAD users, researches solutions, and proposes innovative ideas to the department director.

Assists with special projects related to operations.

Tests system changes and updates for accuracy and effectiveness and then implements these changes into the live environment.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: 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 functions and technical parameters of all systems in the Airport Communications Center and the ID Office; possess above-average technical and analytical capabilities.
3. Must maintain all CJIS requirements for unescorted access into the airport's communications center.
4. Must maintain a basic understanding of the systems and workflows of a Trusted Agent.
5. Must have a demonstrated ability to communicate effectively in speech and written word.
6. Must be able to train effectively in both large groups and individually.
7. Must demonstrate a high-level of customer service and courtesy to all stakeholders, both internally and externally.

Training and Experience:

1. Must possess a high-school diploma or GED.

2. Experience working with the systems identified in the job description or similar.
3. Must have a minimum of five years' experience in public safety technology or other aviation technology systems.
4. Completion of the Communications Unit Technician certification is highly desirable. If the certification is not currently held, it should be completed at the earliest opportunity available.
5. Must have a demonstrated capability to quickly learn new technologies, programming structures, and transition quickly into the ability to train others.
6. Must possess a demonstrated ability to work with others in a team environment from other departments or organizations.

Schedule: Although this position is primarily expected on-site from 8:30 am to 5:00 pm Monday through Friday, this position requires the ability to work different shifts (nights, weekends and holidays) depending upon needs of the department and may be adjusted periodically. This position is subject to holdover or recall on a 24-hour basis for essential services and emergencies.

Emergency Response/Recovery Activities:

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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
AIRPORT OPERATIONS DEPARTMENT
TIER I

TERMINAL OPERATIONS AGENT **GRADE: 11**
NON-EXEMPT

MAJOR FUNCTION

The terminal operations agent is an entry-level position in the Operations & Safety Department who assists the terminal operations manager with the day-to-day operations of the terminal facility to include the coordination and communication of work and projects affecting the airport terminal complex; assisting in the Airport Lost & Found program; assisting and overseeing the duties and assignments of the part-time customer care associates and seasonal part-time customer service ambassador employees; and inspecting, identifying, and reporting any discrepancies for correction throughout the airport terminal complex. This position works closely with all the airport stakeholders, tenants, and Authority personnel.

GENERAL POSITION DUTIES

- Performs comprehensive terminal inspections to include: public and non-public concessionaire and tenant leased space, general terminal space, sterile areas, and secured areas of the airport.
- Documents and reports deficiencies to the appropriate party and ensures corrective action is accomplished to Authority standards in a timely manner.
- Ensures terminal operations are in compliance with federal, state, and local rules and regulations.
- Maintains constant awareness of operational challenges and requirements of the airport's tenants. Coordinates various terminal program elements and other duties as assigned by Operations & Safety managers, senior managers, directors, and/or management from Authority leadership.
- Empowered to apply and enforce various Federal Aviation Regulations, Advisory Circulars, Operations Instructions, state, and county regulations.
- Provides exceptional customer service to passengers and/or the general public.
- Receives, documents, investigates, and appropriately responds to public or tenant complaints.
- Responds to emergency situations/locations and assists with the establishment of an on-scene incident command post.
- Responds to medical emergencies within the terminal to gather information, document findings, and submit liability reports, as well as assist emergency responders with access/egress when necessary.
- Attends terminal construction meetings to ensure operational safety, security, continuity, and integrity during all phases of construction.
- Works closely with Federal agencies (TSA, FAA, CBP), tenants, stakeholders, and Port Authority personnel to ensure operational continuity at all times throughout the airport terminal complex.

GENERAL POSITION DUTIES (cont.)

- Assists the lost and found agent with administering the airport's Lost & Found program.
- Assists with the oversight of the part-time customer care associates and seasonal part-time customer service ambassador employees to include scheduling and payroll.
- Creates, maintains, and enhances various terminal operations reports. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Knowledge of laws, rules and regulations which apply to the airport in addition to established airport policies related to their work area. Ability to communicate effectively in English, both verbally and in writing. Ability to speak other languages is desirable. 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 operate a two-way radio, mobile telephones, and personal computers. Occasional bending, stooping, lifting, reaching and frequent walking is required to perform this position.

Training and Experience: An Associate's degree from an accredited university is highly desired, or an adequate level of aviation and customer service experience is required.

Schedule: Must have the ability to work different shifts (nights, weekends, holidays, and relief shifts) 24/7 depending upon needs of the department and will be required to work nights, weekends and/or holidays and fill in shifts as necessary on a regular basis. Schedule may be adjusted periodically on short notice.

This position does not qualify for remote work.

Licenses and Certifications: Possession of a valid Florida driver's license is required. All required training items in a formal syllabus must be met. Must pass a drug screening and the TSA and U.S. Customs & Border Protection criminal history background checks to obtain airport badge and Customs seal.

EMERGENCY RESPONSE ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

TRADESWORKER, AIRFIELD **NON-EXEMPT GRADE: 9**

MAJOR FUNCTION

This skilled work involves the installation, preventive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment, building maintenance, using hand tools, power tools, and various measuring and testing instruments. Assignments are received in oral and written form by the Airfield Crew Chief, Airfield Supervisor, or the Airfield & Grounds Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Airfield Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Performs all phases of troubleshooting, preventive maintenance, and inspections of electrical and mechanical equipment: 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.
- Troubleshoots, repairs, replaces, and adjusts fuel, electrical, pneumatic, water, sewer, building, and hydraulic systems, fuel management systems, airport signage, the airfield lighting system, emergency generator systems, security fencing, parking lots and roadway lighting, concrete and asphalt pavements, HVAC, energy management systems, and building and structure repair. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.

GENERAL POSITION DUTIES (cont.)

- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possesses technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include, but is not limited to, HVAC, electrical, plumbing, carpentry, painting, or general construction. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and one year of experience as an industrial maintenance technician, HVAC mechanic, or electrician required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida Driver's License required. Intermediate temporary traffic control (TTC) is required within one year of employment; advanced TTC is preferred. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. A Florida commercial driver's license (CDL) preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

TRADESWORKER, GROUNDS **NON-EXEMPT PAY GRADE 9**

MAJOR FUNCTION

This position performs skilled work in the grounds maintenance/landscaping trades. This position consists of grounds maintenance, landscaping, spray application, irrigation maintenance, heavy equipment operation, and tree and plant maintenance. Assignments are received in oral and written form by the Grounds Crew Chief, Grounds Supervisor, or the Airfield & Grounds Manager and may be accompanied by sketches, diagrams, and blueprints. Work is performed under the direct supervision of the Grounds Supervisor, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- Performs trash removal, mowing, weed eating, blowing, edging, sweeping, tree trimming, and watering as required.
- Perform daily inspections on assigned equipment including lubrication and minor maintenance. Perform minor operator maintenance of equipment.
- Operate or transport heavy and light equipment depending on situations and circumstances and relieve or replace absent operators. Equipment includes hand and power tools; operating tractors with broom, grading equipment, and/or mowing attachments; driving and operating pickup trucks, dump trucks, loaders, backhoes, runway sweepers, skid steer loaders with attachments, and riding lawn mowers as needed.
- Perform drainage maintenance as required and concrete construction, such as repair/build catch basins, installation of pipe, and headwall repair.
- Performs general and specialized tasks in landscape maintenance, repair of irrigation systems, landscape equipment, and pesticide application.
- Performs general pruning, plant/tree replacement, fertilization of ornamental plants/trees and turf, and trash removal.
- Assists senior tradesworker in applying pesticides, herbicides, and fertilizers as required.
- Knowledge and ability to safely mix and handle chemicals and calibrate equipment for broadcasting liquid or dry agents.
- Ensures work is being completed safely in accordance with department and organization OIs and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner.
- Completes work to all LCPA standards, and maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in our EAM system.
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Possesses technical knowledge of the practices, methods, materials, and tools of one or more irrigation, pesticide applications, and landscape trades. Skilled in the repair and maintenance of all related equipment. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of occupational hazards and safety practices including safe boating skills as required performing aquatic and pest spray application control operations. Swimming skills and knowledge of watercraft flotation devices are essential. Ability to drive company vehicles and be able to safely operate various types of mowing and construction equipment. Ability to perform manual labor occasionally under adverse weather conditions. Required ability to climb a ladder, work at elevated heights, lift objects of up to 50 lbs., reach for and/or lift objects overhead, bend, stoop, kneel, and walk. Ability to carry a backpack sprayer. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to maintain accurate records and paperwork, as required. Possess basic knowledge of personal computers and software packages such as Microsoft Office, EAMS, Google Workplace, or other software products. Enter basic data into the enterprise asset management system (EAMS).

Training and Experience: High school diploma/GED and one year of experience in grounds maintenance, pesticide application, irrigation technician, or tree/shrub trimming is required. Any combination of education and experience, which demonstrates the ability to perform duties safely and effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license is required. Florida commercials driver's license (CDL) desirable. Possession of a Limited Lawn & Ornamental Pesticide Applicator's License or the ability to obtain one within six months of employment is required. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred. Possession of a Restricted Pesticide Applicator's License with Aquatic and Right-of-Way categories preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER I

TRADESWORKER, SIGN SHOP **NON-EXEMPT GRADE: 9**

MAJOR FUNCTION

This skilled entry-level position involves various duties in sign fabrication and installation. Essential tasks include installing and maintaining roadway and assorted interior and exterior signs; assisting with operating multiple computer-based sign software and hardware, including numerous plotters, printers, and vinyl-cutting machines; and basic data entry using the department's Enterprise Asset Management System (EAMS). The employee may be required to assist in other duties, including working with other departments and jobs as assigned. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, and blueprints. Work will be reviewed during performance or upon completion, depending on the nature of the duties being performed. Work is performed under the direct supervision of the Programs and Resources Manager, or designee, for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Installation and continuous maintenance of roadway and assorted signs
- Use of machinery, such as operating ladders, a light-duty truck with a trailer, different types of personnel lifts, and aerial devices
- Assist with various equipment, including cutting shears, drill press, and assorted hand tools.
- Ability to work individually or with multiple departments and personnel.
- Assist with tracking inventory of a small materials warehouse.
- Assist with and ensure that all labor, materials, and contract services are assigned to EAM work orders.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Build and maintain positive working relationships and interact with the public in a professional manner.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a "like new" condition.
- Completes all assigned safety and training classes in a timely manner.
- Maintain equipment in safe, clean, and proper working condition. Responsible for quality control of work and workplace.
- Maintain equipment in safe, clean, and proper working condition.
- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities, and Skills: Knowledge of the use of hand tools related to sign installation, such as levels, post-hole diggers, and assorted hand tools. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Considerable knowledge of business English, punctuation, and arithmetic. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. The ability to be trained on multiple computer systems, such as Microsoft Windows and Office, Google Workspace, Autodesk AutoCAD Lt, and plotters.

Training and Experience: A high school diploma/GED and one year of experience in sign making, sign installation, or an industrial maintenance technician required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida driver's license required. CDL Class B and certification to operate an insulated personnel lift required within one year of employment. Intermediate temporary traffic control (TTC) required within one year of employment; advanced TTC preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

09/04, 03/11**,** 10/13, 12/19, 09/23, 12/23

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
MAINTENANCE DEPARTMENT
TIER 1

TRADESWORKER, TERMINAL **NON-EXEMPT GRADE: 9**

MAJOR FUNCTION

This skilled work involves the installation, preventive maintenance, troubleshooting, and repair of industrial electrical and mechanical airport systems and equipment, building maintenance, using hand tools, power tools, and various measuring and testing instruments. Assignments are received in oral and written form and may be accompanied by sketches, diagrams, or blueprints. Must be able to work under the direction of the crew chief or supervisor with minimal supervision. Work is reviewed by a crew chief or supervisor for conformance and adherence to established codes and regulations.

GENERAL POSITION DUTIES

- Divide daily duties between approximately 10% administrative functions and 90% field operations.
- 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, PLCs, variable 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 (AHUs), various pumps, and HVAC equipment, including adjustments and calibration of parts and components.
- Must be proficient in electrical troubleshooting, installation, and repair of industrial electrical systems, energy management systems, and building and structure repair. Must be able to safely incorporate lockout/tagout procedures.
- Performs general plumbing, including but not limited to, fixture repair and replacement, unclogging septic and sewer lines, repairing potable water sources, lift station troubleshooting and repair, and limited fuel hose replacements after hours.
- Performs general carpentry work, including but not limited to, building cabinets, shelving, paneling, and framework.
- Performs tile work, plastering, cement, masonry, and block work as required.
- Renovates and replaces bathroom partitions and flooring.
- Performs caulking and painting of buildings, facilities, and equipment.
- Maintain equipment in safe, clean, and proper working condition.
- Ensures work is being completed safely in accordance with department OIs, organizational OIs, and industry best management practices.
- Ensures compliance with LCPA personnel policy and procedure manual and completes all assigned safety and training classes in a timely manner. Completes work to all LCPA standards and maintains facilities in a “like new” condition.
- Ensures all time and material is recorded accurately in the Enterprise Asset Management System (EAMS)
- Builds and maintains positive working relationships. Ability to interact with the public in a professional manner.

GENERAL POSITION DUTIES (cont.)

- Performs all other work as required or directed.
- Ability to work shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Possesses technical knowledge of the practices, methods, materials, and tools commonly used in at least one trade of industrial maintenance which may include, but is not limited to, HVAC, electrical, plumbing, carpentry, painting, or general construction. Ability to properly use and maintain the tools of the trades and equipment necessary to complete the assigned tasks. Knowledge of the occupational hazards and safety precautions of the trades. Ability to drive company vehicles and be able to safely operate company equipment. Ability to perform manual labor occasionally under adverse weather conditions. Ability to communicate and follow written and oral instructions in English. Ability to read, interpret, and work from blueprints, wiring diagrams, rough sketches, specifications, and operating manuals. Ability to climb a ladder and work at elevated heights; lift objects of up to 50 lbs.; and, reach for and/or lift objects overhead, bend, stoop, kneel, and walk are required. Ability to communicate freely using two-way radios or cellular devices sometimes in very noisy environments. Ability to complete basic EAMS data entry tasks. Possess basic knowledge of personal computers, software packages such as Microsoft Office, EAMS, Google Workspace, or other software products.

Training and Experience: High school diploma/GED and one year of experience as an industrial maintenance technician, HVAC mechanic, or electrician required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted.

Licenses and Certificates: Possession of a valid Florida Driver's License required. Possession of a valid certificate of competency for Lee County or the State of Florida, a journeyman in one of the major building maintenance trades, i.e., HVAC, electric, plumbing, is preferred. EPA Universal Refrigerant license and any formal education where a degree was obtained is preferred. A Florida commercial driver's license (CDL) preferred.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER III

TRAFFIC CONTROL LEAD **NON-EXEMPT GRADE: 11-84**

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, evaluate 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.
- 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.
- 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.
- Observe and report hazards and unsafe conditions inside and outside of airport terminals.
- 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 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. Ability to communicate effectively with officials and staff members in both verbal and written form and maintain a high level of confidentiality for personnel and other discreet matters.

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. Must possess exceptional customer service skills; and significant business English, proofreading and bookkeeping skills. Considerable knowledge of administrative practices and office procedures. Ability to receive the public with considerable poise, tact, patience and courtesy.

Training and Experience: High school graduation/GED is required. A minimum of one year of customer service or supervisory experience is required. Any combination of education and experience, which demonstrates the ability to perform duties effectively, may be substituted. Possession of a valid Florida driver's license is required. Ability to pass the appropriate drug screenings, TSA and a police department background check.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

LEE COUNTY PORT AUTHORITY
AVIATION DIVISION
AIRPORT POLICE DEPARTMENT
TIER III

TRAFFIC CONTROL SPECIALIST **NON-EXEMPT GRADE: 6453**

MAJOR FUNCTION

This position assists the Port Authority in its efforts of efficient movement of motor vehicles and pedestrian traffic within areas designated, and with the fulfillment of the airports' responsibilities toward unauthorized access into restricted areas. The Traffic Control Specialist reports to the Traffic Control Lead and follows the Chain of Command for the Lee County Port Authority Police Department.

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 by informing passengers of alternates while providing a 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.
- 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 as 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. 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 public and employees at RSW. Ability to operate communications equipment, 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 under various weather conditions 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; must successfully pass a physical, drug screening, and thorough police background investigation. Ability to communicate effectively with the public, maintaining tact and good judgment while promoting exceptional customer service. Upon employment must possess and maintain a valid Florida driver's license.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

Lee County Port Authority personnel are designated by Tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.