

Job Number		Title	Annual Salary	Annual Salary	Bi-wkly Hrs.	#FTE
1-2		Accounting Assistant	56,000.10	57,339.62	80	2
3-4		Administrative Assistant	74,505.08	81,414.06	80	2
5-8		Administrative Coordinator	52,321.36	63,292.84	80	4
9		Administrative Services Supervisor	78,826.54		80	1
10		Airport Customer Service Supervisor	80,023.32		80	1
11		Airport Line Services Supervisor	74,362.08		80	1
12-16		AOCC Agent	53,272.96	71,580.34	84	5
17-18		AOCC Specialist	47,090.94	51,853.62	84	2
19-21		AOCC Supervisor	63,764.22	76,341.20	84	3
22-24		ARFF Battalion Chief	126,786.66	134,061.72	112	3
25-27		ARFF Captain	101,691.98	116,439.44	112	3
28-32		ARFF Engineer	65,674.44	76,272.04	112	5
33-37		ARFF Fire Fighter	50,564.28	62,102.82	112	7
38		ARFF Program Manager	93,895.36		80	1
39		ARFF Services Coordinator	49,333.18		80	1
40-63		ARFF Technician	78,744.64	108,701.58	112	24
64-65		Chief	160,464.72	172,098.16	80	2
66-67		Chief Admin Dept	168,000.30	182,075.66	80	2
68-69		Contract Compliance Administrator	77,318.80	77,483.12	80	2
70		Contracts Supervisor	82,934.02		80	1
71-91		Coordinator	52,000.00	82,472.52	80	21
92-104		Crew Chief	61,151.48	79,351.74	80	13
105		Criminal Intelligence Analyst	69,566.38		80	1
106-109		Customer Care Associate PT	27,854.84	29,536.52	56	4
110-112		Customer Service Agent	39,709.54		80	3
113		Customer Service Agent PT	29,343.60	42,194.88	56	1
114-115		Customer Service Specialist	59,731.10		80	2
116		Deputy Chief, APD	148,752.76		80	1
117-118		Deputy Executive Director	202,957.82	205,728.90	80	2
119-134		Director	126,156.68	164,799.18	80	16
135		Division Director AV	173,702.62		80	1
136		Environmental Specialist	80,558.92		80	1
137-139		Equipment Operator	43,143.10	51,852.32	80	3
140-141		Executive Assistant	82,702.10	86,610.68	80	2
142		Executive Director	258000.08		80	1
143		Fire Safety Inspector	67,156.18		80	1
144		General Manager Base OPS	137,730.32		80	1
145		GIS Coordinator	86,195.98		80	1
146		GIS Technician	53,550.12		80	1
147-150		Ground Transportation Agent	37,897.60	55,620.24	80	4
151-152		Human Resources Generalist	61,605.44	83,341.44	80	2
153		IT Asset Coordinator	56,026.88		80	1
154		IT Desktop Engineer	82,693.52		80	1
155-162		Line Service Agent	37,897.60	41,919.80	80	8
163-167		Line Service Technician	43,871.10	52,188.24	80	5
168		Lost & Found Agent	40,993.68		80	1

169-177		Maintenance Supervisor	65,585.78	77,161.24	80	9
178-208		Manager	80,008.76	125,620.30	80	31
209-212		Operations Duty Agent	58,902.48	62,145.72	84	4
213		Operations Officer	78,526.76		84	1
214		Planner	91,649.48		80	1
215-217		Police Commander	141,848.98		80	3
218-223		Police Lieutenant	109,030.22	123,124.82	84	6
224-232		Police Officer	57,186.22	70,387.46	84	9
231-248		Police Officer Master	77,299.30	100,833.20	84	16
249-257		Police Officer PT	40,040.00	47,286.98	84	9
258-266		Police Officer Senior	68,215.16	82,422.60	84	9
267-271		Police Sergeant	89,288.94	104,065.00	84	5
272		Procurement Agent	60,662.94		80	1
273		Programs Specialist	56,005.04		80	1
274		Project Administrator, Maint Contract	74,481.42		80	1
275		Project Coordinator, Noise & Airspace	65,000.00		80	1
276		Project Manager IT	97,923.02		80	1
277		Properties Coordinator	89,450.14		80	1
278		Receptionist	40,570.14		80	1
279		Records Property & Evidence Tech	51,573.60		80	1
280		Senior Budget Analyst	84,108.18		80	1
281		Senior Coordinator, Contracts	76,293.36		80	1
282		Senior Deputy Executive Director	237,311.88		80	1
283-284		Senior Equipment Operator	58,827.34	62,986.82	80	2
285		Senior Financial Project Analyst	83,947.76		80	1
286-287		Senior Ground Transportation Agent	47,090.94	51,354.68	80	2
288		Senior Irrigation Technician	62,790.26		80	1
289-291		Senior Landscape Technician	51,853.62	65,610.48	80	3
292-299		Senior Manager	102,641.24	143,202.28	80	8
300-307		Senior Mechanic	56,618.64	76,189.62	80	8
308		Senior Operations Officer	86,692.58		84	1
309-310		Senior Procurement Agent	74,422.14	78,143.52	80	2
311		Senior Spray Technician	56,004.78		80	1
312		Senior Staff Accountant	80,217.80		80	1
313		Senior Systems Administrator	81,971.50		80	1
314-343		Senior Tradesworker	49,384.40	65,563.16	80	30
344-345		Senior Warehouse Specialist	54,227.42	58,510.40	80	2
346-347		Specialist	44,371.34	49,128.56	80	2
348		Specialist, Contracts	51,006.02		80	1
349		Sr Mechanic PF	59,370.22		80	1
350-351		Staff Accountant	64,734.54	76,197.16	80	2
353		Supervisor, Access Control	68,836.30		80	1
354		Supervisor, Traffic Control	68,231.02		80	1
355		System Administrator	70,569.20		80	1
356-359		System Support Technician	54,236.52	61,519.38	80	4
360		Talent Acquisition Specialist	70,140.72		80	1
361		Technology Programs Specialist	76,775.14		80	1

362-364		Terminal Operations Agent	44,708.82	48,288.24	80	3
365-384		Tradesworker	39,945.10	59,731.10	80	20
385-387		Traffic Control Lead	55,328.52	61,211.02	84	3
388-396		Traffic Control Specialist	42,874.00	44,963.10	84	9
397-399		Traffic Control Specialist Master	55,478.02	60,309.86	84	3
400		Traffic Control Specialist PT	27,854.84		56	1
401		Traffic Control Specialist Senior	49,126.48	51,473.50	84	1
404		Trusted Agent	44,803.20	51,309.18	80	3

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

**ACCOUNTING ASSISTANT, ACCOUNTS PAYABLE**

**GRADE: 11**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

**MINIMUM QUALIFICATIONS**

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

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

**LEE COUNTY PORT AUTHORITY  
ADMINISTRATION DIVISION**

**ADMINISTRATIVE ASSISTANT**

**GRADE: 14**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

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

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

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

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

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

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

**ADMINISTRATIVE ASSISTANT  
ADMINISTRATION DIVISION  
Page 2**

**MINIMUM QUALIFICATIONS**

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

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

**DEPARTMENT-SPECIFIC DUTIES**

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

04/04, 02/11, 10/13

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

**ADMINISTRATIVE COORDINATOR, COMMUNICATIONS & MARKETING**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**POSITION DUTIES**

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

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

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

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

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

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

**COMMUNICATIONS & MARKETING  
ADMINISTRATIVE COORDINATOR**

**Page 2**

**MINIMUM QUALIFICATIONS**

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

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

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



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

**ADMINISTRATIVE COORDINATOR, PROPERTIES**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

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

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

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

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

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

**MINIMUM QUALIFICATIONS**

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

**PROPERTIES DEPARTMENT  
ADMINISTRATIVE COORDINATOR**

**Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

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

**DEPARTMENT-SPECIFIC DUTIES**

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

08/17

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

**ADMINISTRATIVE COORDINATOR, PROPERTIES**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

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

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

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

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

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

**MINIMUM QUALIFICATIONS**

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

**PROPERTIES DEPARTMENT  
ADMINISTRATIVE COORDINATOR**

**Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

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

**DEPARTMENT-SPECIFIC DUTIES**

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

08/17

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

**ADMINISTRATIVE COORDINATOR, FINANCE**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

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

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

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

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

**FINANCE DEPARTMENT**  
**ADMINISTRATIVE COORDINATOR, FINANCE**  
**Page 2**

**MINIMUM QUALIFICATIONS**

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

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

**DEPARTMENT-SPECIFIC DUTIES**

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

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

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

**ADMINISTRATIVE COORDINATOR, FINANCE**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

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

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

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

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

**FINANCE DEPARTMENT**  
**ADMINISTRATIVE COORDINATOR, FINANCE**  
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**MINIMUM QUALIFICATIONS**

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

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

**DEPARTMENT-SPECIFIC DUTIES**

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

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



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

**ADMINISTRATIVE COORDINATOR, IT**

**GRADE: 10**

**MAJOR FUNCTIONS**

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

**ILLUSTRATIVE DUTIES**

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

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

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

**MINIMUM QUALIFICATIONS**

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

**INFORMATION TECHNOLOGY DEPARTMENT  
ADMINISTRATIVE COORDINATOR, IT Page 2**

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

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

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

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

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

**SUPERVISOR, GENERAL SERVICES**

**GRADE: 19**

**MAJOR FUNCTIONS**

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

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

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

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

**GENERAL POSITION DUTIES**

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

**GENERAL SERVICES DEPARTMENT  
SUPERVISOR**

**Page 2**

**GENERAL POSITION DUTIES (cont.)**

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

**MINIMUM QUALIFICATIONS**

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

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

**LEE COUNTY PORT AUTHORITY  
AVIATION DIVISION  
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 1<sup>st</sup> 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 1<sup>st</sup> certified or achieve NATA Safety 1<sup>st</sup> 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/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 1<sup>st</sup> 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 use 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 1<sup>st</sup> certified for applicable customer service topics or achieve NATA Safety 1<sup>st</sup> 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

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

**AOCC AGENT**

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

- 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  
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 console 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 I**

**AIRPORT OPERATIONS CONTROL CENTER SUPERVISOR**

**GRADE: 19-84  
NON-EXEMPT**

**MAJOR FUNCTIONS**

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 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 Supervisor is a hands-on, professional and highly qualified position who 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 trains and mentors the AOCC staff. The AOCC Supervisor evaluates, updates, and improves existing AOCC Operating Instructions (OI).

**GENERAL POSITION DUTIES**

The following are general duties associated with this position:

- Directly responsible for all of the duties and responsibilities of the AOCC Specialist and Agent positions.
- Leads assigned shift 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.
- 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 efficiently completing organizational assignments.
- 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. 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 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.
5. 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 have operational experience in the aviation/airport/dispatch environment.
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 ICS 300 & 400 courses.
8. Possess computer skills and experience in a fast-paced/high pressure public contact environment.
9. Must maintain an active and valid Adult & Pediatric CPR/AED/First Aid certification.
10. Must maintain FDLE Criminal Justice Information System (CJIS) certification.
11. Experience with process improvement or quality assurance is highly preferred.
12. High School Diploma or GED required; Associates Degree desired.

### **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 upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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

**LEE COUNTY PORT AUTHORITY  
AVIATION DIVISION  
AIRPORT OPERATIONS DEPARTMENT  
TIER I**

**AIRPORT OPERATIONS CONTROL CENTER SUPERVISOR**

**GRADE: 19-84  
NON-EXEMPT**

**MAJOR FUNCTIONS**

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 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 Supervisor is a hands-on, professional and highly qualified position who 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 trains and mentors the AOCC staff. The AOCC Supervisor evaluates, updates, and improves existing AOCC Operating Instructions (OI).

**GENERAL POSITION DUTIES**

The following are general duties associated with this position:

- Directly responsible for all of the duties and responsibilities of the AOCC Specialist and Agent positions.
- Leads assigned shift 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.
- 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 efficiently completing organizational assignments.
- 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. 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 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.
5. 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 have operational experience in the aviation/airport/dispatch environment.
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 ICS 300 & 400 courses.
8. Possess computer skills and experience in a fast-paced/high pressure public contact environment.
9. Must maintain an active and valid Adult & Pediatric CPR/AED/First Aid certification.
10. Must maintain FDLE Criminal Justice Information System (CJIS) certification.
11. Experience with process improvement or quality assurance is highly preferred.
12. High School Diploma or GED required; Associates Degree desired.

### **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 upon to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

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

**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**

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**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.



**AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**  
**ARFF BATTALION CHIEF**  
**Page 2**

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.

**AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT  
ARFF BATTALION CHIEF**

**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.

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.

## **AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT ARFF CAPTAIN**

### **Page 2**

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:**

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

**CHIEF COMMUNICATIONS & MARKETING OFFICER**

**GRADE: 31**

**MAJOR FUNCTION**

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

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

**GENERAL POSITION DUTIES**

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

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

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

**COMMUNICATIONS & MARKETING  
CHIEF COMMUNICATIONS & MARKETING OFFICER  
Page 2**

**MINIMUM QUALIFICATIONS**

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

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

**ADA COMPLIANCE**

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

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

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

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

**LEE COUNTY PORT AUTHORITY  
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.

**AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT  
CHIEF, ARFF**

**Page 2**

**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:**

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



**LEE COUNTY PORT AUTHORITY  
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 QUALIFICATIONS (cont.)**

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

The CCA position is an Exempt position. While performing the duties of this job, the CCA will be required to periodically work non-standard work schedules as planned and directed by the department director. The CCA is required to stand, sit, walk, climb, kneel, balance, talk and hear. The employee may occasionally be 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**

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08/18, 08/19, 12/23

**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.

**DEVELOPMENT SERVICES DEPARTMENT**  
**SPECIALIST, CONTRACTS**  
**Page 2**

**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  
ADMINISTRATION DIVISION  
COMMUNICATIONS & MARKETING**

**COORDINATOR, COMMUNICATIONS & MARKETING**

**GRADE: 17**

**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.

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

**GENERAL POSITION DUTIES (cont.)**

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

**Website/Social Media:** 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  
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



**MAINTENANCE DEPARTMENT  
COORDINATOR, AIRFIELD & GROUNDS**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
COORDINATOR, AIRFIELD & GROUNDS  
Page 3**

**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.

**MAINTENANCE DEPARTMENT  
COORDINATOR, EAMS  
Page 2**

**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

**MAINTENANCE DEPARTMENT  
COORDINATOR, MAINTENANCE**

**Page 2**

**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

**MAINTENANCE DEPARTMENT  
COORDINATOR, MAINTENANCE  
Page 3**

**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

## **COORDINATOR, OPERATIONS, SAFETY AND SECURITY**

Page 2

### **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

**OPERATIONS, SAFETY AND SECURITY DEPARTMENT  
COORDINATOR, OPERATIONS, SAFETY AND SECURITY  
Page 3**

**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.

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

**Page 2**

**DEPARTMENT-SPECIFIC DUTIES (cont.)**

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

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

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

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

**MINIMUM QUALIFICATIONS**

**Knowledge, 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

**MAINTENANCE DEPARTMENT  
COORDINATOR, PROGRAMS & RESOURCES**

**Page 2**

**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.



**MAINTENANCE DEPARTMENT  
COORDINATOR, PROGRAMS & RESOURCES  
Page 3**

**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.

**MAINTENANCE DEPARTMENT  
COORDINATOR, PROGRAMS  
Page 2**

**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.

2/22, 11/23, 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.

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

**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.

**MAINTENANCE DEPARTMENT  
CREW CHIEF, AIRFIELD  
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.

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:**

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**

**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.

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

**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.

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

**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 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.

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

**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.



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

**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.

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

**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.

**MAINTENANCE DEPARTMENT  
CREW CHIEF, SYSTEMS  
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.

2/17, 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.

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

**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, AAE accreditations or certifications (AAE, CM, ACE), and IFMA (FMP, CFM) are preferred.

**MAINTENANCE DEPARTMENT  
CREW CHIEF, TERMINAL  
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.

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.

**OPERATIONS AND SAFETY DEPARTMENT  
CUSTOMER CARE ASSOCIATE, PT  
Page 2**

**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**

- 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 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.
- 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 1<sup>st</sup> 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  
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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**AIR SERVICE DEVELOPMENT DEPARTMENT  
DIRECTOR, AIR SERVICE DEVELOPMENT  
Page 2**

**GENERAL POSITION DUTIES (cont.)**

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

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

**MINIMUM QUALIFICATIONS**

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

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

**MINIMUM QUALIFICATIONS (cont.)**

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

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

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

**DIRECTOR, ENGINEERING/CONSTRUCTION**

**GRADE: 29**

**MAJOR FUNCTION**

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

**GENERAL POSITION DUTIES**

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

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

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

**Page 2**

**GENERAL POSITION DUTIES (cont.)**

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

**MINIMUM QUALIFICATIONS**

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

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

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



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

**DIRECTOR, FINANCE**

**GRADE: 29**

**MAJOR FUNCTION**

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

**GENERAL POSITION DUTIES**

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

**FINANCE DEPARTMENT  
DIRECTOR, FINANCE  
Page 2**

**MINIMUM QUALIFICATIONS**

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

Skills in a combination of the following areas:

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

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

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

**DIRECTOR, INFORMATION TECHNOLOGY**

**GRADE: 29**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

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

**WORK ENVIRONMENT**

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

**INFORMATION TECHNOLOGY DEPARTMENT  
DIRECTOR, INFORMATION TECHNOLOGY  
Page 2**

**MINIMUM QUALIFICATIONS**

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

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

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

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.

**MAINTENANCE DEPARTMENT  
DIRECTOR, MAINTENANCE  
Page 2**

**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  
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

**OPERATIONS AND SAFETY DEPARTMENT**  
**DIRECTOR, AIRPORT OPERATIONS DEPARTMENT**  
**Page 2**

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  
DEVELOPMENT SERVICES DEPARTMENT**

**DIRECTOR, DEVELOPMENT SERVICES**

**GRADE: 29**

**MAJOR FUNCTION**

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

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

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

**GENERAL POSITION DUTIES**

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

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

**DEVELOPMENT SERVICES DEPARTMENT  
DIRECTOR, DEVELOPMENT SERVICES  
Page 2**

**MINIMUM QUALIFICATIONS**

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

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

02/07, 10/13, 10/16

**LEE COUNTY PORT AUTHORITY  
DEVELOPMENT DIVISION  
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.

**GOVERNMENTAL AFFAIRS AND GRANTS DEPARTMENT  
DIRECTOR, GOVERNMENTAL AFFAIRS AND GRANTS**

**Page 2**

**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.

**PAGE FIELD & BASE OPERATIONS**  
**DIRECTOR PAGE FIELD**  
**Page 2**

Maintains an effective and positive relationship with airport personnel, contract tower staff, tenants and the community. Directs and resolves customer and tenant complaints and develops programs to improve customer and community relations. Monitors the cost of inventory and adjusts retail pricing in accordance with approved rates and fees. Prepares and submits plans and recommendations to the division director of aviation designed to improve efficiency, coordination, and profitability of the airport.

The employee may occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; flammable materials; and vibration. The noise level in the work environment can be very loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, 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.

**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.

## **AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT**

### **ARFF ENGINEER**

**Page 2**

#### **GENERAL POSITION DUTIES (cont.)**

Performs apparatus routine cleaning and maintenance on scheduled basis and following each use. Participates in the in-service training and practice drills and exercises; will train department personnel in safe and efficient operation of apparatus and equipment. Essential to have knowledge of street and fire hydrant locations; 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.

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

**ENVIRONMENTAL SPECIALIST**

**GRADE 21**

**MAJOR FUNCTION**

This position supports the environmental efforts of the Planning & Environmental Compliance Department and work is performed under the direction of the Planning and Environmental Compliance Department Director. This position is responsible for overseeing the coordination of environmental-related projects and permitting/compliance items for the Lee County Port Authority (LCPA) with oversight responsibilities at the Southwest Florida International Airport (RSW), Page Field (FMY), the LCPA's 7,000 acre off-site mitigation park, and other on-site mitigation areas at RSW. Work requires extensive coordination, cooperation, and communication with consultants, contractors, tenants, permitting agencies and other LCPA staff to assist with and track different aspects of environmental programs, permitting, and permit compliance.

**GENERAL POSITION DUTIES**

Following is a list of major duties:

- Tracks and maintains permit submission, renewal, expiration, compliance items, and other key milestones in an Environmental Management System.
- Oversees the National Pollution Discharge Elimination System (NPDES) and Spill Prevention Control Countermeasures (SPCC) programs at FMY & RSW.
- Coordinates and documents storage tank registrations/test/repairs/compliance.
- Provides guidance and oversight of hazardous materials management.
- Responds to spills and assists with remediation projects.
- Coordinates land management and hydrologic monitoring programs at RSW and Mitigation Park.
- Oversees LCPA's hazardous wildlife management program and Hazardous Wildlife Working Group.
- Administers continual wildlife monitoring program per Federal Aviation Administration protocol and participates in on-going hazardous wildlife monitoring.
- Helps track environmental-related legislation, policies, and guidelines and assists in developing and implementing means to achieve compliance for the airports and tenants.
- Monitors local code requirements related to environmental considerations and recommends changes, if warranted.
- Assists in environmental planning, assessments, auditing, and reporting activities.
- Works cooperatively with consultants to negotiate professional service contracts for various types of environmental projects.
- Assists with LCPA sponsored and tenant Federal, State and Local permitting efforts.

- Manages irrigation and dewatering permitting and compliance.
- Maintains positive working relationships with Federal, State and Local regulatory personnel.
- Handle complex tasks requiring discretion and the use of judgement and initiative.
- Participates in the analysis, development, and implementation of policies, plans, programs, objectives, and technical systems.
- Assists in preparation of industry award applications for environmental-related work.
- Contributes to the positive morale of the Development Division.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Excellent organizational skills and ability to coordinate multiple projects with varying priorities a must. General knowledge of environmental regulations/requirements. Ability to review and analyze environmental technical reports and papers for completeness and accuracy. Ability to present information clearly in oral and written form. Ability to establish and maintain effective working relationships with internal staff, professional consulting firms, construction contractors, environmental remediation contractors, and permitting/compliance agency staff. Ability to spend time in the field both on RSW and FMY airport property and at the offsite 7,000 acre mitigation park. Field visits may require use of a 4 wheel drive vehicle.

**Training and Experience:** Graduation from an accredited four-year college or university with a degree in an environmental, natural science, or related field. Experience in aviation environmental matters, as well as a master's degree considered a plus. A minimum of 3 years of experience in the environmental, permitting, or related field. Any combination of education and experience, which demonstrates ability to perform duties effectively, may be substituted. Requires possession of a valid Florida driver's license within 60 days of employment.

**LEE COUNTY PORT AUTHORITY  
EXECUTIVE DIRECTOR'S OFFICE**

**EXECUTIVE ASSISTANT**

**GRADE: 19**

**MAJOR FUNCTION**

This is independent work consisting of administrative tasks and assignments varied in nature to support the management endeavors of the Office of the Executive Director. Duties include coordinating efforts between the executive director and deputy executive directors, their division directors and administrative support personnel.

**GENERAL POSITION DUTIES**

Proofreads correspondence and work of staff members prepared for the approval and signatures of the executive director and recommends revisions. Reads and disseminates incoming correspondence to the responsible departments for appropriate action. Prepares department budget for the director's approval. Performs purchasing functions and maintains payroll documents and bookkeeping records for department. Coordinates appointments with representatives of government and aviation agencies, airlines and the financial community. Maintains and retrieves files for review. Schedules all travel arrangements.

**MINIMUM QUALIFICATIONS**

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

**Training and Experience:** Graduation from an accredited four year college or university with a degree in business or public administration, English, public relations or related field and three years of office management or administrative work experience; or an equivalent combination of training and experience may be considered.

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

**LEE COUNTY PORT AUTHORITY  
EXECUTIVE OFFICE**

**EXECUTIVE DIRECTOR**

**MAJOR FUNCTION**

This is responsible work in the administration, planning and directing the various departments which come under the Lee County Port Authority. Work involves responsibility for providing administrative leadership to department heads and employees in carrying out the general policies of the Board of Port Commissioners on all matters affecting the airports and their tenants and in carrying out all programs concerning airport operational procedures and airport development. Work is performed under the general administrative direction of the Board of Port Commissioners who reviews programs for adherence to Port Authority goals and objectives.

**GENERAL POSITION DUTIES**

Plans, directs and coordinates through subordinate employees the planning, development, construction, enlargement, improvement, maintenance, operating, regulation, protection and policing of the airports; organizes and directs the administrative program within each of the operation units; organizes, assigns and trains personnel; evaluates work performed. Supervises, direct and negotiates terms and recommends approval of contracts for the airports; works with each department in review of budgets and in the maintenance of monetary controls and accounting of appropriations; confers with and advises the Board of Port Commissioners and Special Management Committee concerning Port Authority activities. Keeps informed of and ensures compliance with related governmental regulatory and funding agencies; keeps abreast of trends in the field of aviation and the modern status of the airport; prepares or directs the preparation and administration of regular and special reports. Reviews Port Authority programs in progress; recommends new programs. Represents the Port Authority to the public; attends and participates in various conferences, meetings, seminars, and public hearings. Performs other job-related duties as required by the Board of Port Commissioners. This position requires the employee be on-call 24 hours a day. Due to the nature of the transportation industry, this position will be required to be on site at any time during an emergency.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Considerable knowledge of the principles and practices of management as applied to airports and Fiscal Management. Considerable knowledge of modern trends and practices in the field of aviation. Ability to supervise professional, clerical and technical employees in the Port Authority. Considerable knowledge of air terminal maintenance procedures, techniques and problems. Considerable knowledge of property management methods and techniques and of tenant relationships. Considerable knowledge of the laws, rules and regulations in the Port Authority applying to the use of airport facilities and control of air traffic. Ability to direct the program of operations and maintenance of the Port Authority airports. Ability to direct the program of operations and maintenance of the Port Authority airports. Ability to express oneself clearly and concisely, orally and in writing. Familiarity with FAA rules and regulations concerning Airport Operations.



**EXECUTIVE OFFICE**  
**EXECUTIVE DIRECTOR**  
**Page 2**

**Training and Experience:** Graduation from a four-year college or university with a degree in aviation management, accounting, business, finance can be substituted for a degree in aviation management, and seven years experience in airport management. Accredited Airport Executive (A.A.E.) desirable.

09/03, 03/11, 10/13

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

**FINANCIAL PROJECT ANALYST**

**GRADE: 17**

**MAJOR FUNCTIONS**

This is a professional accounting position primarily responsible for tracking, monitoring and reporting of Port Authority capital projects. In addition, this position provides tracking for all federal and state grants, passenger facility charges, as well as other funding sources related to capital projects. Furthermore, this position coordinates year end grant revenue and expenditures for single audit purposes. Duties include developing and maintaining modern and economical procedures for tracking, reporting and documenting financial information related to Port Authority capital projects. Duties are performed independently under the direction of the finance manager and the director of finance, with assignments and oversight by the development deputy executive director and division director.

**GENERAL POSITION DUTIES**

Advise the finance department, and members of the development department regarding project revenues, project expenditures, available project budgets, pending project revenues and expenditures, etc. Tracks and reports all project budget information on all development projects to provide managers with financial information.

Track and report on all grants timely and effectively. Coordinate all required grant activity (i.e. draws) with governmental affairs and when appropriate required state and federal agencies. Work closely with the development department contracts representative to ensure adequate funding for all development contracts. Maintain project budget data and preparation of financial documents for issuance of payment.

Assist in developing, implementing and monitoring procedures, practices, policies, systems and programs necessary to control the efficient, effective and timely administration of all project budgets. Maintain reports, correspondence, records and documents related to the financial administration of development projects. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Knowledge of basic accounting principles and financial software. General knowledge of governmental auditing, accounting techniques and requirements. Ability to establish and maintain effective working relationships with consultants, contractors, governmental agencies and Port Authority departments. Ability to effectively communicate financial matters to project management personnel. Ability to function effectively with a minimum amount of direct supervision. Ability to express ideas clearly and concisely, orally and in writing. Meticulous attention to details.

**FINANCE DEPARTMENT  
FINANCIAL PROJECT ANALYST  
Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** Any combination of training and experience equivalent to graduation from a four-year college with a degree in accounting, finance or a related field and four years project financial experience desirable. Airport experience preferred. Possession of a valid Florida driver's license is required.

03/06, 02/11, 10/13, 10/18

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

**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 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 statute. 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.

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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.

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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 statute.

**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:**

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**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.



**AIRCRAFT RESCUE FIRE FIGHTING DEPARTMENT  
FIRE SAFETY INSPECTOR**

**Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skill:** The fire safety inspector must have a working knowledge of Building and Fire Codes as governed by local, state and federal regulations, and fire investigation procedures. Employee must be familiar with general building and operational inspection procedures. Must be computer literate with the ability to effectively communicate both verbally and in writing, as well as prepare accurate and timely reports. Must be able to interact with and maintain good working relations with all levels of the Port Authority and Airport hierarchy. The ability to plan ahead, prepare reports and set up an efficient recordkeeping system is necessary for effective job performance.

**Training and Experience Required:** 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  
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 ACTIVITIES**

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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.



## **DEVELOPMENT SERVICES DEPARTMENT GIS COORDINATOR**

**Page 2**

### **GENERAL POSITION DUTIES (cont.)**

- Coordinate and manage GIS requests in a timely, professional manner and maintain a database of GIS requests.
- Develop, administer and maintain a database of all GIS files for other staff use in one central repository.
- Additional GIS duties will include creating, revising, storing, plotting and transmitting drawings and files for the development division and other LCPA staff.
- Represent the department at meetings and conferences as they relate to GIS.
- Providing support and user training for the web-based GIS to users within the organization.
- Design, develop, document and test applications, programs and systems. Provide sound technical expertise in developing innovative and effective solutions to a variety of complex projects.
- Develop, implement, coordinate and maintain internal technical standards.
- Assist in the development of Internet mapping applications.
- Perform all other assigned duties.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, skills and abilities:**

- Considerable knowledge of GIS concepts, methods and technologies.
- In-depth data and application development skills/experience particularly with ESRI's suite of software products.
- Experience with ArcServer, SDE and ArcIMS.
- Knowledge of Internet mapping applications, Flex Builder, Silverlight, HTML5, .NET and Java Script (knowledge of object-oriented programming techniques) is highly desirable.
- Familiarity with supporting applications (CADD, image processing, Internet, etc.).
- Experience in administering and maintaining GIS software licensing issues is desired.
- The candidate must have a strong background in GIS software. A working understanding of programming language is important in order to integrate databases, store and manipulate tabular data, generate maps and troubleshoot the system.
- Exemplary written and verbal communication skills.
- Candidate should be a self-starter, work well in a team-based environment, maintain a high degree of professionalism and integrity, and be reliable and dependable.
- A Certified GIS Professional (GISP) is a plus.

**Training and Experience:** Bachelor's degree in geographic information systems, geography, urban & regional planning, computer science engineering or a closely related field required; a minimum of five years of professional experience in Geographic Information Systems hardware & software preferred; or a combination of related training and experience may be considered. Valid Florida driver's license is required.

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

**GIS TECHNICIAN**

**PAGE GRADE: 14**

**MAJOR FUNCTION**

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

**GENERAL POSITION DUTIES**

**Responsibilities include but are not limited to:**

- 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.

## **DEVELOPMENT SERVICES DEPARTMENT GIS TECHNICIAN**

- 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

11/22

**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

**AIRPORT OPERATIONS DEPARTMENT  
GROUND TRANSPORTATION AGENT - I**

Page 2

**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**

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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.

**OPERATIONS AND SAFETY DEPARTMENT  
GROUND TRANSPORTATION AGENT II**

**Page 2**

**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 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 II**

**HUMAN RESOURCES GENERALIST, BENEFITS**

**EXEMPT GRADE: 19**

**MAJOR FUNCTIONS**

This is a professional position which supports the goals, objectives and policies of the human resources department. The core responsibility for this position is benefit administration and requires broad-based experience and knowledge in human resources including: orientation, employee relations, health and wellness. Research, develop and implement new and improved programs and processes that incorporate “best practices” in the field of human resources. Work is performed 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**

- Manages benefit programs for the Port Authority, i.e., medical, dental, vision, disability, FRS, and life insurance, 457 plans, etc.
- Administers and monitors all special leave programs, i.e. FMLA, STD, LTD, Leave without Pay, Administrative Leave, etc.
- Post and tracks job requisitions and tracks applicant flow in NEOGOV
- Oversees employee on-boarding, conducts new hire orientation and processes/maintains benefit records.
- Guides and assists employees with all aspects of benefit programs. Advocates for employees with insurance providers.
- Interprets and ensures compliance of personnel policies and procedures; and federal, state and local legal requirements in relation to leave programs.
- Responds and resolves employee questions and problems by interpreting benefit policies and procedures.
- Functions as the manager of Health Insurance Portability and Accountability Act (HIPAA) compliance to ensure appropriate access and confidentiality of protected health information.
- Leadership activities include chairing a wellness committee, coordinating activities like the Heart Walk, Lunch & Learns, Blood Drives, Mobile Mammogram screenings and others. Assures that programs meet the established criteria for certifications and recognition by various associations/agencies.
- Champions the annual Health & Wellness Expo and other employee offerings to enhance wellness strategies.
- Responsible for the Employee Recognition Program and implementing changes to personalize and make the program more meaningful.
- Maintains and updates the HR Intranet site.
- Creates PowerPoint presentations, designs flyers, brochures, etc. using complex software programs and assist in the development of automated processes.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional organizations.
- Completes special projects and performs all other duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Must be highly organized; must have exceptional project management skills; requires professional level computer skills utilizing all Google programs, KRONOS timekeeping, Microsoft applications and HRIS systems, including employee self-service; must have the ability to develop training programs and materials and conduct effective training; requires the ability to lead and motivate a team. Ability to understand and interpret policies, rules, regulations and procedures and to keep accurate and thorough records. Must be able to work in a team-oriented environment. Requires excellent verbal and written communication skills, public speaking and experience in intranet concepts and design. Ability to receive the public with considerable poise, tact, patience and courtesy. Must have the ability to multi-task in a fast paced environment and provide a quick turnaround with accuracy.

**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. All-inclusive experience as a 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. 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:**

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03/14, 11/16, 01/22, 09/23

**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.

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

**IT DESKTOP ENGINEER**

**GRADE: 18**

**MAJOR FUNCTION**

This is a professional technical position involving all functions of the desktop platform necessary to deliver a best-in-class desktop environment through new innovations, sound designs and enterprise standards development. The incumbent balances work load between system support, new system analysis and related projects. The incumbent coordinates, plans and schedules work with vendors, as well as port authority divisions and departments. Work is performed under the general supervision of the IT Technical Systems Manager while exercising considerable independence with minimum daily contact with the manager. Supervises IT Support Specialists assigned to IT Technical Systems.

**GENERAL POSITION DUTIES**

Development and implementation of enterprise desktop designs, processes and solutions necessary to ensure a well-managed desktop platform.

Development and implementation of strategies associated with managing the desktop platform.

Development, documentation and periodic review of enterprise desktop standards for the operating system, desktop hardware and peripherals, enterprise print strategy, management tools, application packaging, desktop tool development, software distribution and core desktop applications. Ensure adherence to enterprise desktop standards through periodic reporting and compliance programs.

Develop and implement strategies needed to integrate acquisitions or remove divestitures from the desktop platform.

Development, maintenance and review of an enterprise desktop technology roadmap on a quarterly basis going out 3-5 years.

Analyze, identify and implement enhancements and/or solutions to improve the overall support of the desktop platform in a timely manner.

Assist and/or conduct feasibility engagements around new innovations and/or technologies to ensure that desktop strategies are incorporated early in the project/program management and/or software development lifecycle management process.

Act as a third level of support or subject matter expert as required in the incident management process.



## **INFORMATION TECHNOLOGY**

### **IT DESKTOP ENGINEER**

**Page 2**

#### **GENERAL POSITION DUTIES (cont.)**

Act as a platform owner or subject matter expert within the asset, change, configuration or provisioning management processes.

Provide technical guidance, leadership and mentorship to junior desktop services personnel.

Develop and work with management to implement training plans for desktop services personnel.

Develop course material and conduct training sessions on desktop processes, strategies, solutions and enhancements as needed.

Develop and present business cases and returns on investment as required.

Develop and present project plans, desktop budgets or charter/scope as required.

Provide 1st level / 2nd level support to end-users in troubleshooting and resolving of desktop PC/Server problems (hardware, software and application) and related peripherals printer, scanner, PDA etc).

Perform installation, setup, configuration, migration, upgrading and maintenance of desktop PC/virtual desktop, OS, software and related peripherals.

Provide technical support, troubleshooting and problem resolution on escalated issues.

Implement procedures for software and baseline image deployment.

Utilize software deployment tools such as Microsoft SCCM and Altiris to download, stage and deploy software updates.

#### **MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of all functions of the desktop platform. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**INFORMATION TECHNOLOGY  
IT DESKTOP ENGINEER  
Page 3**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** HS diploma/GED required; Bachelor's degree in computer science or related field with ten years experience preferred to include: five years experience technical leadership on the desktop platform and a SME or project leader on medium to large IT projects, ten years experience in Windows technologies and in engineering enterprise solutions for the desktop platform; or equivalent combination of training and experience.

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

**WORK ENVIRONMENT**

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

08/12, 10/13, 02/15

**LEE COUNTY PORT AUTHORITY  
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.

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

- o Interpret design documents (drawings and technical specifications) and provide feedback to the team at different milestones - usually 30%, 60%, and 100% design stages.
- o Attend construction project progress meetings and provide feedback as needed
- o Provide responses as needed to Requests for Information (RFIs) related to IT
- o Understand construction project schedules and coordinate the purchase of IT provided equipment in timely manner
- o 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.

**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 1<sup>st</sup> 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 1<sup>st</sup> 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.

**OPERATIONS AND SAFETY DEPARTMENT  
LOST AND FOUND AGENT  
Page 2**

**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.



**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, AIRFIELD**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, AIRFIELD  
Page 3**

**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

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, CONTRACTS**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, CONTRACTS  
Page 3**

**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 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

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, CONTRACTS**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, CONTRACTS  
Page 3**

**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

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, FLEET & EQUIPMENT**

**Page 2**

**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. AAE 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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, GROUNDS**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, GROUNDS**

**Page 2**

**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.



**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, SYSTEMS**

**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, SYSTEMS  
Page 3**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, TERMINAL  
Page 2**

**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.

**MAINTENANCE DEPARTMENT  
MAINTENANCE SUPERVISOR, TERMINAL  
Page 3**

**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.

**MAINTENANCE DEPARTMENT**  
**MAINTENANCE SUPERVISOR, WAREHOUSE**  
**Page 2**

**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  
ADMINISTRATION DIVISION  
INFORMATION TECHNOLOGY DEPARTMENT**

**MANAGER NETWORK ADMINISTRATION**

**GRADE: 24**

**MAJOR FUNCTIONS**

This is a professional technical position involving developing, leading and motivating the network administration team which oversees all aspects of network administration and network access security. The incumbent balances workload between system support, new system analysis and related projects and management of the network. The incumbent coordinates, plans and schedules work with vendors and other Port Authority divisions and departments. Work is performed under the general supervision of the information technologies service delivery manager while exercising considerable independence with minimum daily contact with the manager. Supervises work of all network administrators.

**GENERAL POSITION DUTIES**

Participates in technical project discussions with other departments and vendors. Establishes network specifications by conferring with users; analyzing workflow, access, information, and security requirements; design router administration, including interface configuration and routing protocols. Develops network security standards and enforces standards in project specifications and department requests for change (RFC). Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation. Monitor and evaluate network issues including availability, utilization, throughput, and latency; plan and execute the selection, installation, configuration, and testing of equipment; define network policies and procedures; establish secure connections and firewalls. Responsible for network (WAN, LAN, WLAN) security, intrusion detection and prevention. DNS and DHCP configuration. Responsible for PCI Data Security. Recommends services, products and designs to the senior manager for service design. Performs a broad range of network administration duties of greater technical knowledge and expertise that will enable the incumbent to resolve problems of a recurring or systemic nature requiring less supervision.

Responds to questions and/or problems relative to network usage throughout the user community and takes the necessary action to resolve the problem. Researches and corrects all problem areas through the use of established guidelines. Monitor, analyze and troubleshoot network problems, escalating problems to vendor. Plans, coordinates, assures progress, and provides documentation for subsets of minor/major projects for the purpose of ensuring the efficient and effective functioning of the network. Researches resources and methods (e.g., journals, literature, vendor information, etc.) to maintain current working knowledge of new and emerging technologies as well as district/state/federal rules, regulations, and policies for the purpose of architecting, delivering and maintaining a reliable and stable technology infrastructure. Performs related work as required.



## **INFORMATION TECHNOLOGY DEPARTMENT**

### **NETWORK ADMINISTRATOR**

#### **PAGE 2**

#### **WORK ENVIRONMENT**

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

#### **MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**Training and Experience:** Graduation from an accredited four year college or university with a bachelor's degree in computer science or related field plus a minimum of five years experience including installation and support of network switches and routers and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Cisco network switches. Experience with Extreme Networks and Juniper a plus.

**Licenses/Certificates:** Possession of a valid Florida driver's license is required. Cisco Certification desired.

09/09, 03/11, 10/13, 11/15, 04/16, 1/21

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

**MANAGER, FINANCE**

**GRADE: 24**

**MAJOR FUNCTIONS**

This professional supervisory position is responsible for accounts receivable and accounts payable, grants, fixed assets, capital projects and passenger facility charges. This position is responsible for independently preparing, analyzing and verifying a large volume of financial transactions; processing and analyzing financial records; and the application of specific established general accounting principles, theories and practices placed on accounting within a governmental unit. This position interfaces with customers on financial matters and will make recommendations for improving internal controls and fiscal policies. Work is performed under the general supervision of the finance director.

**GENERAL POSITION DUTIES**

Responsibility for independently preparing, analyzing and verifying fiscal records. Recommends changes in procedures and assists in the development of new accounting procedures. Supervises clerical and professional employees in the areas of receivables, payables, general ledger, etc. Instructs employees in established routines of the accounting system. Coordinates and assists with the preparation of financial reports and statements. Interfaces with customers on fiscal matters. Makes recommendations for improving internal controls and fiscal policies. Develops, reviews, and recommends improvement in internal controls. Ability to summarize accounting data and recommend actions based on the data. Performs and coordinates the required financial analysis for the leases and contracts, including return on investment, fair market value considerations and make recommendations as necessary. Interprets laws, rules, regulations and policies and devises methods for their implementation. Directs and inspects the work of subordinates. Performs other duties as may be required.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Considerable knowledge of modern accounting theory, principles and practices as they apply to governmental accounting. Knowledge of Federal and Florida statutes as they apply to governmental accounting. Ability to summarize accounting and financial data, analyze data and recommend actions based on the data; evaluate accounting and financial procedures; interpret laws, rules, regulations and policies. Ability to effectively manage and supervise personnel. Effective analytical skills. Ability to perform personal computer applications and be familiar with general financial and accounting software packages.

**FINANCE DEPARTMENT  
MANAGER, FINANCE**

**Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** Graduation from an accredited four (4) year college or university with a degree in business administration, with major course work in finance or accounting required; five years of professional finance or accounting experience preferred or an equivalent combination of training and experience may be considered. Must have considerable knowledge of modern accounting theories, principles and practices, as they apply to government accounting. Airport experience preferred. CPA or CFGO a plus. Possession of a valid Florida driver's license is required.

04/04, 03/11, 10/13, 07/18

**LEE COUNTY PORT AUTHORITY  
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.

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

**MANAGER, IT SERVICE DESK**

**GRADE: 24**

**MAJOR FUNCTIONS**

This is a responsible professional technical position involving developing, leading and motivating a team of service desk professionals to deliver excellent technical and non-technical customer service, satisfaction and timeliness. The incumbent coordinates, plans and schedules work with IT staff, vendors and other Port Authority divisions and departments. This position has frequent contact with customers including other Port Authority divisions and departments as well as airport tenants and customers. The incumbent balances workload between customer support, incident management, problem management and escalation, gathering and analysis of IT performance metrics and supervision of other staff. Work is performed under the general supervision of the senior manager of service strategy while exercising considerable independence.

**GENERAL POSITION DUTIES**

First line escalation point for service desk team and day-to-day staffing issues. Monitor and manage customer service requests and satisfaction surveys. Implement, document and review procedures and processes to improve the service desk functionality and store in the ITSM Knowledge Base.

Line manage the IT service desk team providing first level support, coaching, performance management and supervision ensuring professional development of their role to improve service provision to customers. Promote, champion and drive the use of ITIL best practices across the service desk team. Promote and champion the use of industry best practices in the fields of service desk support and customer service.

Produce weekly reports analyzing all activities of the service desk, highlighting both improved and weak performance. Create working training documents and store in 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.

**INFORMATION TECHNOLOGY DEPARTMENT  
MANAGER, IT SERVICE DESK**

**Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of operating characteristics, capabilities and limitations of personal computers, hardware/software installation and configuration including network configuration, troubleshooting techniques, installation and troubleshooting of peripheral devices and support of personal computer network implementation. Experience working with third party support to resolve customer issues. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**Training and Experience:** Bachelor's degree in computer science or related field with an equivalent combination of technical training and experience greater than 5 years, including one year experience with Microsoft Windows preferred. Minimum of 3 years' experience including installation and support of personal computer hardware, software, and implementation of computer networks required. Prior IT service desk experience preferred. Experience configuring and managing Service Now desired. ITIL Foundation or higher certification highly desired.

**Licenses/Certificates:** Possession of a valid Florida driver's license is required. ITIL and Microsoft Certification desired.

**WORK ENVIRONMENT**

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

01/10, 10/13, 09/16, 12/18

**LEE COUNTY PORT AUTHORITY  
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  
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  
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**

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;

**AIR SERVICE DEVELOPMENT DEPARTMENT  
MANAGER, AIR SERVICE DEVELOPMENT  
Page 2**

**GENERAL POSITION DUTIES CONTINUED:**

establishes appropriate working relationships and lines of communication with all aviation marketing personnel keeps department director informed on all activities especially those that may affect work priorities and working relationships with department consultants and other Port Authority departments; provides budgetary and financial input as required by department director; may recommend revisions in administrative procedures within the Marketing Department; drafts correspondence for review and signature; maintains inventories on promotional items and publications, recommends and processes reorders upon approval of the department director.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Entry level knowledge of and familiarity with promotion theory and practice and its application to the travel, tourism or aviation industries; entry level knowledge of history and development of domestic and international air service; organizational skills; willingness to travel and the ability to adapt to multi-cultural social and business environments; ability to make decisions as well as think and work independently; good public contact skills; ability to communicate effectively in both verbal and written form; ability to speak, read or write vernacular German a plus; experienced in the operation of a personal computer and related equipment; adept in the use of Microsoft Windows 95 and beyond; extensive knowledge of all Microsoft Office applications – Outlook, Word, Excel, PowerPoint and Access – as well as WinFax Pro; familiarity with the Internet and various search engines required for the research and downloading of information; ability to operate a scanner and a 35mm and digital camera. Position requires significant physical activity including but not limited to: standing, walking, bending, stooping and lifting; requires the ability to work outside for significant periods of time as well as the ability to adjust to various climates and adapt to a variety of working environments.

**Training and Experience:** Graduation from an accredited four-year college or university with a degree in Marketing, Business Administration, Aviation Management or a related field, and at least one year of work experience or two years of internship in a travel, tourism, airline or airport environment; or, an equivalent combination of education, training and experience. Valid Florida driver license and passport required.



**LEE COUNTY PORT AUTHORITY  
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.

**INFORMATION TECHNOLOGY DEPARTMENT  
MANAGER  
Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**Training and Experience:** Graduation from an accredited four year college or university with a Bachelors degree in Computer Science or related field plus a minimum of five years experience including installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Microsoft Windows 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.

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

**MANAGER, IT COMMUNICATIONS**

**GRADE: 24  
FLSA: EXEMPT**

**MAJOR FUNCTIONS**

Under the direction of the information technology senior manager the IT telecommunications manager oversees planning and design, and directs the implementation and support, of all telecommunication projects for the Lee County Port Authority. The IT telecommunications manager oversees all aspects of LCPA telecommunications systems including VoIP telephone systems, network infrastructure and fiber optic cabling.

**GENERAL POSITION DUTIES**

The IT telecommunications manager oversees the installation and maintenance of the LCPA telecommunications system, which includes:

- Work with all departments within the LCPA in the planning and delivery of various telecommunication services in an effort to ensure that the overall system functions to its maximum potential
- Oversee development or modification of various telecommunication services or systems
- Coordinate the design, installation, maintenance, and upgrade of the LCPA's fiber optic system and its supporting facilities
- Setting up servers, routers, and modems and installing software
- Review completed projects to ensure that objectives are met.
- Develop and administers budgets associated with the LCPA's telecommunication Program.
- Prepare required telecommunication reports
- Negotiate contracts with applicable service providers
- Address individual and departmental concerns; troubleshoot and target weak spots in the LCPA's telecommunications system is a priority
- Maintain records of installation, repair, and replacement of parts and equipment
- Research the latest advances in telecommunication technology
- Performs other related duties as required

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Comprehensive knowledge of telecommunications utility operations and related equipment with a demonstrated proficiency in administering telecommunications programs.

**INFORMATION TECHNOLOGY DEPARTMENT  
MANAGER, IT COMMUNICATIONS  
Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** Bachelor's degree in telecommunications, computer information systems, or business required; five years experience in a position directly responsible for design and administration of voice, data, and/or video broadband networks preferred; or any equivalent combination of education and experience may be considered.

**Licenses/Certificates:** Possession of a valid Florida driver's license is required. ITIL Certification desired.

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

**LEE COUNTY PORT AUTHORITY  
ADMINISTRATION DIVISION  
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.

**INFORMATION TECHNOLOGY DEPARTMENT  
SYSTEM ADMINISTRATOR  
PAGE 2**

**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 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.

**AIRPORT OPERATIONS DEPARTMENT  
OPERATIONS DUTY AGENT  
Page 2**

**GENERAL POSITION DUTIES (cont.)**

Provide aircraft escort in the movement areas of the Air Operations Area (AOA).

Monitors weather conditions and updates the airport tenants when conditions warrant.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge, 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.

**AIRPORT OPERATIONS DEPARTMENT  
OPERATIONS DUTY AGENT  
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.

09/13, 10/13, 01/15, 07/15, 6/17,03/18, 09/23, 12/23, 03/24

**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 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.



**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 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  
ADMINISTRATION DIVISION  
FINANCE DEPARTMENT**

**PROCUREMENT AGENT**

**GRADE: 13**

**MAJOR FUNCTIONS**

This classification performs detailed technical and professional work in a centralized procurement environment managing competitive solicitations for the acquisition of commodities or services. The position is responsible for preparing solicitation documents, reviewing specifications and scopes of work, conducting presubmittal conferences, drafting addendum(a), analyzing solicitation responses, and issuing a purchase order and/or two-party agreement as appropriate, and related work as needed.

Work is performed under the general supervision of the 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 documents as necessary. Prepares bid tabulations. Compiles reference checks of vendors.

Performs diligence in the review of bid waivers including sole source, single source, emergency, cooperative and piggyback requests for acquisition and recommends action.

Prioritizes assigned work to meet the changing needs of the Authority; continually monitors status of assigned work and reprioritizes work in progress as needed to meet demands.

As appropriate, uses local newspapers for legal advertisements and electronic posting boards to announce competitive opportunities, make notice of meetings, issues addendum(a), and post notices of award and other important and necessary information electronically. Develops source lists and notifies identified sources of solicitation opportunities.

Schedules, manages and chairs prebid meetings and formal openings in accordance with Florida Sunshine Law requirements.

Coordinate and attend evaluation committee meetings.

Assist in the review and updating of purchasing policy and procedure. Participate and assist in the research, design and implementation of automated procurement systems and related procedures.

Obtains contract documents from the Chief Assistant Port Authority attorney and requests approval of purchase documents, as appropriate.

On request, assists with the preparation of and reviews documents for presentation to the Airport Special Management Committee or Joint Board of Port Authority Commissioners for approval.

Assist with vendor performance issues, working toward amicable resolve while ensuring contract compliance.

On request of the client department, facilitate contract renewals in a timely manner as required.

Maintains the integrity of the public procurement process.

Maintain solicitation and purchase files, reports and records.

May conduct presentations and/or perform vendor outreach.

May be assigned work in a specialized commodity category.

Performs other related work as required.

### **MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities:** Considerable knowledge of business practices and procedures related to competitive procurement in a centralized purchasing function.

Knowledge of automated procurement systems, word processing and spreadsheet applications.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with all levels of Authority staff, vendors and the general public.

Ability to interpret and apply Authority purchasing policies and procedures and applicable laws.

Skill in gathering, evaluating and analyzing data and managing and tracking multiple projects concurrently.

Ability to exercise ethical judgment, accept personal responsibility.

Ability to attend work on a regular and reliable basis.

**Training and Experience:** 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.

10/21, 9/23

**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**

**Knowledge, 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.

**PROCUREMENT OFFICE – FINANCE DEPARTMENT  
PROCUREMENT MANAGER**

**Page 2**

**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

**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.



## **AIRCRAFT RESCUE AND FIRE FIGHTING**

### **ARFF PROGRAMS MANAGER**

**PAGE 2**

#### **GENERAL POSITION DUTIES (cont.)**

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

#### **MINIMUM QUALIFICATIONS**

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

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

**Training and Experience 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.

2/17, 12/23

**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:**

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.

11/19, 12/23

**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.

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

**MAINTENANCE DEPARTMENT**  
**PROJECT ADMINISTRATOR, MAINTENANCE CONTRACTS**  
**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
PROJECT ADMINISTRATOR, MAINTENANCE CONTRACTS  
Page 3**

**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 DEPARTMENT**

**PROPERTIES COORDINATOR**

**GRADE: 19**

**MAJOR FUNCTIONS:**

This professional position supports the goals, objectives and efforts of the properties department, which handles revenue producing contracts, including leases, permits and other agreements for Southwest Florida International Airport and Page Field. The position reports to the director of properties and is responsible for assisting in the negotiation, formation and administration of leases and other contracts, including coordination of various projects with tenants, permittees and other Port Authority staff. The position requires an understanding of basic business principles; effective communication and coordination with Port Authority staff and various entities doing business at the airports; projection of a professional image of the Port Authority; and the ability to manage a multitude of projects simultaneously.

**GENERAL POSITION DUTIES:**

Handle routine leasing and permitting with businesses (e.g. airlines, ground service providers, skycaps, aircraft maintenance and repair providers, concessionaires, off-airport rental car and off-airport parking providers, flight instructors) desiring to utilize land, space or facilities to operate at either of the airports. This will include coordination with prospective (and existing) tenants and permittees as to their type of business activities, desired start date and desired space, confirmation of their business entity's legal name, coordination with the Port Authority's Finance Department on the security deposit amount, procurement of contract exhibits from Port Authority's Leasehold Development Department, preparation and revision of contract documents (including new leases, permits and amendments thereto), coordination of document review by other staff and marshalling documents through the negotiation and signature phase.

Track available and leased land and space at both airports. Assist with identifying locations which can accommodate new tenants. Manage pre-lease needs of incoming tenants; facilitates coordination between incoming tenants and other departments regarding keys, phone and data lines, utilities, security badging, parking, tenant improvements, etc. Manage tenant move-in and move-out procedures, inspecting condition of premises before move-in and after move-out.

**PROPERTIES DEPARTMENT  
PROPERTIES COORDINATOR  
Page 2**

**GENERAL POSITION DUTIES (cont.):**

Assist with ongoing administration of leases and permit agreements. Handle frequent inquiries from the public, including prospective tenants, permittees, brokers, developers, appraisers; and from other existing tenants, permittees and other departments.

Manage compliance by existing tenants and permittees with their contractual requirements; responds to reported lease violations and other non-compliance issues; coordinates with tenants/permittees to resolve problems.

Work with new and existing tenants with a variety of lease requests and coordinates projects with other departments within the Port Authority.

Conduct research related to various airport properties issues, through networking, organizational contacts, surveys and other methods.

Attend routine and non-routine meetings associated with airport operations, airline managers, rental cars, terminal concessions, etc.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Must be detail oriented, with strong organizational skills and the ability to coordinate a multitude of projects, making independent decisions regarding work load priorities. Requires: strong oral and written communication skills; the exercise of sound judgment and the ability to make decisions independently within the scope of the job's duties on a daily basis; the ability to coordinate with subordinates, peers, management and tenants in a professional manner; the ability to work with software programs such as Microsoft Word, Excel and PowerPoint; the ability to locate, convey and summarize information; prepare clear and concise reports; and the ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, department heads, various business entities and the general public.

**Training and Experience:** Graduation from a four-year college or university with a degree in business management or related field and a minimum of three years experience in the aviation industry or commercial real estate is preferred; or an equivalent combination of education and experience may be considered. Possession of a valid Florida driver's license is required.

**LEE COUNTY PORT AUTHORITY  
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**

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

**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, PROPERTY, AND EVIDENCE TECHNICIAN**

**NON-EXEMPT GRADE: 12**

**MAJOR FUNCTION**

Under general supervision, the technician is responsible for collecting, receiving, storing, and control of all physical evidence/property in the custody of the police department. The position is also 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 and other reports, as required.

**GENERAL POSITION DUTIES**

- Receives, documents, stores, and ensures proper custody and control of physical evidence/property in the custody of the Police Department.
- Evaluates physical evidence; arranges for or transports evidence to the appropriate laboratory for analysis.
- 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.
- Maintains property room(s) and arranges the storage and return of evidence and/or recovered stolen, found, or abandoned property.
- Coordinates the proper release of evidence and property to rightful owners where appropriate.
- Prepares non-returnable items for disposal in a manner prescribed by department policies and procedures, court orders, federal laws, and state statutes.
- 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.
- 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).
- 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 Uniform Crime Reports 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, 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. Experience in retrieving and processing of police evidence is preferred. 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**

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.

04/23, 09/23

**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.

**OPERATIONS AND SAFETY DEPARTMENT  
SENIOR GROUND TRANSPORTATION AGENT**

**Page 2**

**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.

1/17, 4/19, 6/19, 12//23, 03/24

**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.

**HUMAN RESOURCES DEPARTMENT  
MANAGER, HUMAN RESOURCES  
Page 2**

**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.

## **HUMAN RESOURCES DEPARTMENT**

### **MANAGER, HUMAN RESOURCES**

**Page 3**

#### **ADA COMPLIANCE**

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

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

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

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

#### **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  
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.

**AIRPORT OPERATIONS DEPARTMENT  
SENIOR OPERATIONS OFFICER**

**Page 3**

**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.

**AIRPORT OPERATIONS DEPARTMENT  
SENIOR OPERATIONS OFFICER  
PAGE 4**

**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**

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

**SENIOR MANAGER, PROCUREMENT**

**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 policies or contracts; work is reviewed by the director of finance by observation of results obtained, activity reports and effectiveness of the overall purchasing program.

**GENERAL POSITION DUTIES**

Plan, direct and coordinate specifications and costs to determine price trends; insure that all purchases made by departments are in accordance with policies adopted by the Board of Port Commissioners federal, state and local laws; develop and implement procedures; coordinate with outside services and departments concerning the purchase of supplies, equipment and services; work with departments to draft specifications for major commodities purchases; 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**

**Knowledge, Abilities, and Skills:** Considerable knowledge of purchasing practices, principles, methods and procedures. Considerable knowledge of laws, rules and regulations governing purchasing operations. Considerable knowledge of the grades and qualities of commodities, market practices, price trends, pricing methods, and sources of supply. Knowledge of accounting principles as they relate to procurement and maintenance of purchasing records. Ability to prepare written and oral reports concerning purchasing practices. Must have good communication skills, both written and oral. Ability to establish and maintain pleasant relations with vendors, associates, departmental officials and the general public.

**PURCHASING DEPARTMENT  
SENIOR MANAGER, PURCHASING  
Page 2**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** Graduation from an accredited college or university with a degree in business administration, public administration or related field and five 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.

09/21

**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.

**FINANCE DEPARTMENT  
SENIOR STAFF ACCOUNTANT  
Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Considerable knowledge of general accounting theory and financial reporting. Familiarity with fiscal principles, practices and reporting. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately, 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  
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.

**FINANCE DEPARTMENT  
SENIOR STAFF ACCOUNTANT  
Page 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Considerable knowledge of general accounting theory and financial reporting. Familiarity with fiscal principles, practices and reporting. Ability to perform accounting procedures in the maintenance of fiscal accounting records; perform detailed work involving written or numeric data and make mathematical calculations rapidly and accurately, 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  
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  
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.

## **AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT ARFF SERVICES COORDINATOR**

**Page 2**

### **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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08/03, 03/11, 10/13, 07/19, 12/23

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

**SPECIALIST, COMMUNICATIONS & MARKETING**

**GRADE: 9**

**MAJOR FUNCTIONS**

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

**GENERAL POSITION DUTIES**

**Communications:** Strong verbal and written communication fundamentals including business and creative writing; assists with the maintenance of department contact lists; may design or update art or help with production and distribution of external and internal printed or online publications; assists in the research of specialty items.

**Community Relations:** Assists with community and VIP tours and escorts; may assist with presentations and/or speaking engagements; may assist in follow up to inquiries and complaints with research; assist with research and layout of business newsletter; maintain department contact lists for external publications.

**Employee Relations:** Work with other departments on miscellaneous employee projects or events; may research and edit articles for internal communications including employee newsletter; may serve as department representative on internal committees as assigned; assist public affairs in annual fundraising campaign; assist department with posting materials to company intranet.

**Media Relations:** Assist department staff with research for response to media inquiries as needed; produce weekly reports of online clips and maintain media archives; assist with distribution of news releases to news outlets and maintenance of department media contact lists; assist department with media activities during airport emergencies or events.

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

**COMMUNICATIONS & MARKETING  
SPECIALIST  
Page 2**

**GENERAL POSITION DUTIES (cont.)**

**Special Events:** Assist team in event planning activities for special events, trade missions, industry or press receptions; participates and attends airport special events as required; works with other departments, vendors and representatives of industry partners to coordinate activities; works with administrative coordinator to provide appropriate documentation for invoicing and payment.

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

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Knowledge of basic public affairs theory and practice; Possess excellent speaking (in person/on telephone), writing and public relations skills; Knowledge of AP Style; ability to manage multiple projects, work and think independently and exercise good judgment within established parameters; ability to work in a fluid, collaborative team environment; above average organizational and decision-making skills; possess good time management skills; professional appearance and demeanor; willingness to travel and adapt to multi-cultural social and business environments. Strong computer and Internet skills; Adept in the use of Microsoft Windows; extensive knowledge of all Microsoft Office applications including Word, Excel and PowerPoint; comfortable with or some experience in graphic design principles and use of Adobe Photoshop and InDesign programs; knowledge and enthusiasm for web-based applications; experience with using and designing PowerPoint presentations.

**Experience:** Graduation from an accredited four-year college or university with a degree in public relations, communications or related field. Preferred one year of practical or internship experience in the public affairs field; Valid Florida driver license.

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

**SPECIALIST, GENERAL SERVICES**

**GRADE: 8**

**MAJOR FUNCTIONS**

This position requires specialized clerical skills in connection with the efficient operation of a professional office. The position requires good communication and organizational skills in order to provide effective support to the department. The work is subject to review by a supervisor.

**GENERAL POSITION DUTIES**

This position will support clerical positions in the General Services Department. Duties may include any front desk receptionist activities, mail room operations, mail deliveries and special pick up or delivery services, and audio visual set up and recording operations. Duties may also include copying projects, assisting with assembling materials for Board meetings, agenda mailings, storage, scanning, filing and/or retrieval of offsite documents and files, databases and records. This position may also be assigned to support other administrative departments as needed and other duties as assigned.

Duties require work to be performed with a minimum amount of supervision.

Bending, stooping and lifting are required to perform this position. This position may require extensive driving of a Port Authority vehicle; any traffic violation during business and/or personal time must be reported and may lead to disciplinary action up to and including termination.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Must have strong communication and organizational skills. Knowledge of business English, spelling and arithmetic, and an aptitude for operating audio visual equipment are required. Employee must be computer literate and competent with common software programs, email services and general computer operation. Staff is required to interact with the public displaying considerable poise, tact, patience and courtesy.

**Training and Experience:** High school diploma or GED and two years professional office experience required. Possession of a valid Florida driver license and is required. Any combination of education and experience, which demonstrate ability to perform duties effectively, may be accepted.

**GENERAL SERVICES/ADMINISTRATION  
SPECIALIST, GENERAL SERVICES**

**Page 2**

**ROUTINE SPECIFIC DUTIES (Position):**

**Front Desk:** Operates multiline main switchboard for the Port Authority, directing callers to appropriate person/department/agency/tenant. Greets all Port Authority guests providing assistance as requested by department; assists in accepting special deliveries and package pick up; validates parking and maintains parking log as per policy. Schedules conference rooms and automobiles as requested and maintains/monitors associated calendars. Employee schedules meetings and associated needs as directed by supervisor.

**Mail Room:** Maintains mail room operation and delivery service for Port Authority. Assigned staff is responsible for special deliveries and or pick up as directed by supervisor. Responsible for audio visual equipment set up and tear down for ASMC, Joint, and other meetings as directed by department director or designee. Employee is responsible for audio recordings, duplicating and uploading of ASMC and Joint meetings. Responsible for assisting with all audio needs as requested.

**Part Time:** Acts as backup for the above positions. Specialist will provides clerical support for general services including scanning, copying, and filing. As needed, the specialist will assist with the collating of ASMC and Joint meetings' agendas and with clerical duties in other departments as directed by general services director.

09/03, 02/11, 05/12, 09/13, 10/13

**LEE COUNTY PORT AUTHORITY  
DEVELOPMENT DIVISION**

**SR. DEPUTY EXECUTIVE DIRECTOR - DEVELOPMENT  
CAPITAL PROGRAMS AND STRATEGIC PLANNING**

**GRADE: 33**

**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  
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.

**MAINTENANCE DEPARTMENT**  
**SENIOR EQUIPMENT OPERATOR, GROUNDS**  
**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
SENIOR EQUIPMENT OPERATOR, GROUNDS  
Page 3**

**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  
PAGE FIELD  
TIER I**

**SENIOR MECHANIC, PAGE FIELD**

**NON-EXEMPT GRADE: 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.

**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.

**MAINTENANCE DEPARTMENT  
SENIOR MECHANIC, RESOURCES  
PAGE 2**

**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.

**OPERATIONS AND SAFETY DEPARTMENT  
SENIOR MANAGER, EMERGENCY OPERATIONS**

**Page 2**

**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.

**PROPERTIES DEPARTMENT**  
**SENIOR MANAGER, PROPERTIES/RISK**  
**Page 2**

**GENERAL POSITION DUTIES (cont.)**

Establish and maintain records necessary to track and ensure policies are current and in force for the Port Authority's desired types and amounts of coverage.

Investigate incidents; file or refer and follow up on insurance claims related to damages for which the Port Authority's insurance policies may be applicable; maintain log of claims and related records and monitor processing of insurance claims to ensure accurate and timely adjudication or settlement.

Pursue or assist in the recovery of damages to Port Authority property from accidents due to third party negligence.

Inform director and other levels of management fully of status and treatment of risks and losses.

Take actions as necessary to maintain the Port Authority's compliance with legal requirements related to risk and safety, including but not limited to reporting of escalator and elevator accidents.

Perform related work as required.

**Training and Development:**

Review and recommend training activities for each department and employees within a department.

Work in collaboration with other departments as necessary to provide training programs related to risk, safety and any insurance mandated training programs for all Port Authority employees, and counseling, facilitating and tracking attendance of all employees at employee training programs.

Serve as chair of the safety committee and coordinate with other departments to enhance Port Authority-wide awareness of safety issues.

Implement a tracking system aimed at identifying all training activities attended by each Port Authority employee, which includes the ability to track training attendance by individual and by department. Reconstruct and capture, for Port Authority records, previous training attended by each employee.

**Properties and Contracts:**

Assist department with leases and other contracts as they relate to use of land or facilities at Southwest Florida International Airport and Page Field.

Provide analysis and recommendations and reviews drafts language for lease and other contract documents, policies and procedures relating to tenant activities. Assist with or responds to tenant inquiries regarding lease terms, insurance and bonding requirements as needed.

Recommend long-range objectives and strategies for the properties' function and contributes to revenue enhancement by assisting with negotiating favorable lease agreements.

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities and Skills:** Must be detail oriented with strong organizational skills and the ability to coordinate a multitude of projects, making independent decisions regarding work load priorities. Requires: strong oral and written communication skills, planning and decision making skills, problem solving skills, interpersonal skills and oral and written communications skills; the ability to exercise initiative and sound judgment and to make decisions independently within the scope of the job's duties on a daily basis; the ability to coordinate with subordinates, peers, management and tenants in a professional manner; the ability to work with software programs such as Microsoft Word, Excel, and PowerPoint; the ability to locate, convey and summarize information and prepare clear and concise reports; and the ability to establish and maintain effective working relationships with internal staff, professional consulting firms, county officials, department heads, various business entities and the general public.

**Training and Experience:** Requires a Bachelor's degree from an accredited four-year college or university and experience in risk management (such as risk assessment, risk mitigation, evaluation of insurance needs, and insurance purchasing), managing training activities and programs, commercial contracts, leasing or development or an equivalent combination of related training and experience may be considered. An MBA or JD degree is highly desirable.

Valid Florida driver's license required. Airport and/or governmental experience; course work in risk management and/or insurance, or certification by the Insurance Institute of America as an Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU) would be a plus.

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

**SENIOR MANAGER, SERVICE DESIGN**

**Grade: 27**

**MAJOR FUNCTIONS**

This is a professional administrative position requiring overall technical knowledge of the complex technology systems that provide services to the airport. The incumbent balances workload between staff leadership, project management and administrative duties in support of the department director. Provides support to other divisions in evaluating new services and analyzing existing systems performance with new technology. Responsible for the design of appropriate and innovative IT services, including their architectures, processes, policies and documentation, to meet current and future agreed business requirements. Oversees IT hardware and software release processes to ensure that the integrity of the live environment is protected. Manages service capacity and provides long term projections for budget planning purposes. The incumbent coordinates, plans and schedules work with staff, vendors and other Port Authority divisions and departments. Work is performed under the supervision of the information technologies department director.

**GENERAL POSITION DUTIES**

Participates in planning IT services with department directors; review proposals and bid specifications to assure compliance to airport standards. Acts as the approval authority for requisitions associated with IT services and infrastructure to assure compliance with information technology department standards; assists in the selection of new hardware and software. Recommends changes and updates to information technology department standards, processes, procedures and policy. Enforces documentation standards and guidelines; researches and recommends corrective action when problem areas are brought to the IT department for resolution. Responds to questions and problems relative to IT services used throughout the airport. Performs related work as required by the department director and performs director duties in the director's absence. Supervises specific projects as directed.

**WORK ENVIRONMENT**

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

**INFORMATION TECHNOLOGIES DEPARTMENT**  
**SENIOR MANAGER, SERVICE DESIGN**  
**PAGE 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of airport operations and the effect IT services and infrastructure has in supporting mission critical and business critical services. An understanding of the operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support application integration. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other departments, service organizations and airport tenants is very important. The person must demonstrate good leadership; have the ability to maintain accurate records and prepare management reports.

**Training and Experience:** Bachelors degree in computer science or related field preferred; and five years experience including personnel management, installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years. Minimum ITIL Foundation certification required. ITIL Release and Control Practitioner certification preferred.

**Licenses/Certificates:** Possession of a valid Florida driver's license is required. ITIL certifications are desired.

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

**SENIOR MANAGER, SERVICE STRATEGY**

**Grade: 27**

**MAJOR FUNCTIONS**

This is a professional administrative position requiring overall technical knowledge of the complex technology systems that provide services to the airport. The incumbent balances work load between staff leadership, project management and administrative duties in support of the department director. The primary responsibility of the service strategy manager is development, implementation and management of business aligned IT services and service level management. Participates in the review of service management processes and activities to identify non-compliance and inefficiency, manages the transition of modified and/or new services from the development process into a stable environment with minimal impact to customers. The incumbent coordinates, plans and schedules work with staff, vendors and other Port Authority divisions and departments. Supervises and directs the work of service desk and PC support staff. Work is performed under the supervision of the information technologies department director.

**GENERAL POSITION DUTIES**

Participates in planning IT services with department directors; review proposals and bid specifications to assure compliance to airport standards. Acts as the approval authority for requisitions associated with IT services and infrastructure to assure compliance with information technology department standards. Participates in the review of service management processes and activities to identify non-compliance and inefficiency. Monitors the implementation of organization wide policies, strategies and guidelines. Produces reporting in a timely manner. Reviews major incidents and problems related to services, with in-house and outsourced functions. Ensures that business requirements and services are fully met, while exceeding expectations in quality. Coordinates the implementation of change in diverse and complex production environments. Oversees the development of organizational change management policies and procedures. Performs related work as required by the department director, and performs director duties in the director's absence. Supervises specific projects as directed.

**WORK ENVIRONMENT**

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



**INFORMATION TECHNOLOGIES DEPARTMENT  
SENIOR MANAGER, SERVICE STRATEGY  
PAGE 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of airport operations and the effect IT services and infrastructure has in supporting mission critical and business critical services. An understanding of the operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support application integration. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other departments, service organizations and airport tenants is very important. The person must demonstrate good leadership; have the ability to maintain accurate records and prepare management reports.

**Training and Experience:** Bachelors degree in computer science or related field preferred; and five years experience including personnel management, installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years. Minimum ITIL Foundation certification required. ITIL Support and Restore Practitioner certification preferred.

**Licenses/Certificates:** Possession of a valid Florida driver's license is required. ITIL certifications are desired.

**LEE COUNTY PORT AUTHORITY  
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.

**PROPERTIES DEPARTMENT**  
**SENIOR MANAGER, PROPERTIES**  
**Page 2**

**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, 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.

**MAINTENANCE DEPARTMENT**  
**SENIOR TRADESWORKER, GROUNDS**  
**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
SENIOR TRADESWORKER, GROUNDS  
Page 3**

**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  
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.



**MAINTENANCE DEPARTMENT**  
**SENIOR TRADESWORKER, LOCK/KEY**  
**Page 2**

**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.

**MAINTENANCE DEPARTMENT  
SENIOR TRADESWORKER, LOCK/KEY  
Page 3**

**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  
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.

**MAINTENANCE DEPARTMENT  
SENIOR TRADESWORKER, SIGN SHOP**

**Page 2**

**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

**MAINTENANCE DEPARTMENT  
SENIOR TRADESWORKER, SYSTEMS  
Page 2**

**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)

**MAINTENANCE DEPARTMENT**  
**SENIOR TRADESWORKER, TERMINAL**  
**Page 2**

**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. AAE 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 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.

**MAINTENANCE DEPARTMENT  
SENIOR WAREHOUSE SPECIALIST, RESOURCES**

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**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. AAEE 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**

**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

## **ENGINEERING AND CONSTRUCTION DEPARTMENT SENIOR ENGINEER**

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### **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.

**ENGINEERING AND CONSTRUCTION DEPARTMENT  
SENIOR ENGINEER**

**Page 3**

**MINIMUM QUALIFICATIONS (cont.)**

**Training and Experience:** Graduation from an accredited four-year college or university with a degree in Engineering, Architecture, Construction Management/Science or related field. A minimum of three (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  
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.

**INFORMATION TECHNOLOGY DEPARTMENT  
SYSTEM ADMINISTRATOR  
PAGE 2**

**MINIMUM QUALIFICATIONS**

**Knowledge, Abilities, and Skills:** Considerable knowledge of operating characteristics, capabilities and limitations of servers, routers, local and wide area networks, network hardware, other peripheral devices that support network integration and support personal computer network implementation. Ability to plan and supervise work in a manner conducive to full performance and high morale. Must be organized, self-motivated and timely with assignments. Ability to establish and maintain effective working relationships with other employees. Ability to maintain accurate records and prepare reports.

**Training and Experience:** Graduation from an accredited four year college or university with a Bachelors degree in Computer Science or related field plus a minimum of five years experience including installation and support of personal computer hardware, software and implementation of computer networks; or an equivalent combination of technical training and experience greater than 8 years, including one year experience with Microsoft Windows Server 2000 or greater. Implementation of IBM SAN, and Redhat Linux highly desired.

**Licenses/Certificates:** Possession of a valid Florida driver license is required. Microsoft Certification desired.

09/09, 03/11, 10/13



**LEE COUNTY PORT AUTHORITY  
ADMINISTRATION DIVISION  
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:**

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**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 statute. Physical strength and agility are essential for the employee to perform the life saving tasks of a Fire Fighter. Included in the essential tasks required are activities such as climbing ladders, carrying patients or victims, carrying equipment and advancing water filled hose lines. All such activities must be done rapidly to prevent or reduce loss to life and property.

**GENERAL POSITION DUTIES**

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

**AIRCRAFT RESCUE & FIRE FIGHTING DEPARTMENT  
ARFF TECHNICIAN I**

**Page 2**

**GENERAL POSITION DUTIES (cont.)**

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

**MINIMUM QUALIFICATIONS**

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

**Training and Experience 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:**

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08/03, 02/11, 12/23

**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.

**LEE COUNTY PORT AUTHORITY  
AVIATION DIVISION  
AIRPORT OPERATIONS DEPARTMENT  
TIER I**

**TECHNOLOGY PROGRAMS SPECIALIST**

**GRADE: 19  
NON-EXEMPT**

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  
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.



**AIRPORT OPERATIONS DEPARTMENT  
TERMINAL AGENT**

**Page 2**

**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.

04/21, 12/23, 03/24

**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.

**MAINTENANCE DEPARTMENT  
TRADESWORKER, AIRFIELD  
Page 2**

**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.

**MAINTENANCE DEPARTMENT  
TRADESWORKER, GROUNDS  
Page 2**

**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 commercial 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**

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**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.

**MAINTENANCE DEPARTMENT  
TRADESWORKER, SIGN SHOP  
Page 2**

**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**

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**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.



**MAINTENANCE DEPARTMENT  
TRADESWORKER, TERMINAL  
Page 2**

**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**

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**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**

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**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**

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