

Pensacola International Airport
Position Titles and Hourly Rates
Date: September 30, 2025

Position Title	Hourly Rate
ADMINISTRATIVE ASSISTANT	\$19.00
ADMINISTRATIVE ASSISTANT	\$19.00
ADMINISTRATIVE ASSISTANT	\$20.68
ADMINISTRATIVE ASSISTANT (AIRPORT BADGING & CREDENTIALING OFFICER)	\$20.69
ADMINISTRATIVE ASSISTANT (AIRPORT BADGING & CREDENTIALING OFFICER)	\$20.47
AIRPORT ADMININISTRATION & CONTRACTS MANAGER	\$45.07
AIRPORT ELECTRICIAN I	\$22.12
AIRPORT ELECTRICIAN II	\$24.68
AIRPORT ELECTRICIAN III	\$30.42
AIRPORT EXECUTIVE DIRECTOR	\$103.13
AIRPORT FINANCE MANAGER	\$37.09
AIRPORT HVAC TECHNICIAN II	\$28.29
AIRPORT HVAC TECHNICIAN II	\$23.97
AIRPORT MAINENTANCE WORKER	\$21.25
AIRPORT MAINTENANCE MANAGER	\$39.40
AIRPORT MAINTENANCE SUPERVISOR	\$31.40
AIRPORT MAINTENANCE TECHNICIAN II	\$22.68
AIRPORT MAINTENANCE TECHNICIAN II	\$21.72
AIRPORT MAINTENANCE TECHNICIAN II	\$21.72
AIRPORT MAINTENANCE TECHNICIAN II	\$20.71
AIRPORT MAINTENANCE TECHNICIAN II	\$20.71
AIRPORT MAINTENANCE TECHNICIAN II	\$20.71
AIRPORT MAINTENANCE TECHNICIAN II	\$20.71
AIRPORT MAINTENANCE TECHNICIAN III	\$23.15
AIRPORT MARKETING SPECIALIST	\$35.15
AIRPORT OFFICE COORDINATOR	\$33.99
AIRPORT OPERATIONS DISPATCHER	\$21.74
AIRPORT OPERATIONS DISPATCHER	\$22.37
AIRPORT OPERATIONS DISPATCHER	\$22.37
AIRPORT OPERATIONS DISPATCHER	\$22.57
AIRPORT OPERATIONS DISPATCHER	\$23.06
AIRPORT OPERATIONS DISPATCHER	\$25.30
AIRPORT OPERATIONS DISPATCHER	\$25.57
AIRPORT OPERATIONS DUTY MANAGER	\$30.59
AIRPORT OPERATIONS LEAD DISPATCHER	\$25.75
AIRPORT OPERATIONS OFFICER	\$26.58
AIRPORT OPERATIONS OFFICER	\$24.91
AIRPORT OPERATIONS OFFICER	\$24.01
AIRPORT OPERATIONS OFFICER	\$24.03
AIRPORT PROPERTIES MANAGER	\$26.43
AIRPORT TRAFFIC OFFICER	\$19.45
ASSISTANT AIRPORT DIRECTOR FOR FINANCE	\$68.74
ASSISTANT AIRPORT DIRECTOR FOR OPERATIONS	\$47.34
ASSISTANT AIRPORT DIRECTOR FOR PLAN & ENGINEERING	\$65.03
ASSISTANT AIRPORT DIRECTOR FOR STRATEGY & DEVELOPMENT	\$63.88
DEPUTY AIRPORT DIRECTOR	\$74.18
OFFICE ASSISTANT	\$19.62

Job Classification:
Job Code:

Administrative Assistant
1007

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Four (4) years of experience providing clerical assistance with the daily operations of an office.
- Or
- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is experienced clerical work supporting defined activities within a City department/division.

An employee in this class is responsible for performing a variety of complex clerical and administrative functions, which require the application of some independent judgment. Supervision is received from an administrative official primarily through review of completed work. Work is evaluated through review of results attained.

Examples of Work:

- Oversees and coordinates primarily one functional area of a large department/division or several functions for a smaller department/division which may include payroll, budget, purchasing, account payables, property inventory, accounts receivables, or other specific functions as designated by the Director/Administrator.
- Processes invoices which may include creating, tracking, and revising purchase orders and request for payments as well as sending and receiving payments to reconcile accounts.
- Assists with budget preparation to include processing budget transfers.
- Maintains, creates, and modifies spreadsheets, records, and reports as needed to track inventory, log payments, log project statuses, and other information.
- Prepares and processes travel requests, personnel action forms, payroll, and other employee related documentation.
- Monitors, logs, and assists with required reporting and oversight of grants received by assigned functional area(s).
- Receives and responds to requests from public and from other employees regarding information related to functional area(s).

Administrative Assistant (continued)

- Drafts and processes various correspondence for functional area(s) to include memos, work orders, and transcription of meetings as needed to distribute information.
- Oversees and coordinates work completed and compliance of vendors as related to bid process, service contracts and agreements.
- Orders supplies, tracks inventory, and maintains files and reports associated with daily operation of assigned functional area(s).
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of entry level bookkeeping, accounting principles, procedures, terminology and methods as needed to complete such tasks as processing invoices, filings reimbursements, entering payroll and other associated financial functions.
- Knowledge of Federal, State, and City laws, rules, regulations, and policies as needed to ensure compliance with established mandates associated with assigned functional area(s).
- Ability to make sound judgements and recommendations based on objective observations and analysis as needed to effectively oversee and coordinate assigned functional duties.
- Ability to recognize if/when a decision can be made or if it should be escalated to a higher level manager for input.
- Ability to perform complex mathematical computations such as percentages, fractions, exponents, and rounding with speed and accuracy as needed to ensure the integrity of data.
- Ability to be detailed in completion of job tasks as needed to ensure the integrity of information and allow for accurate data to be provided to management for consideration and effective decision making.
- Ability to operate office equipment associated with assigned function(s).
- Ability to organize and interpret data and write reports in various formats such as spreadsheets, charts, PowerPoint presentations and other instruments as needed to present information related to assigned functional area(s).
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 01/01/2024

Job Classification:
Job Code:

Airport Administration & Contracts Manager
4096

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in accounting, finance, public or business administration, and
- ✓ Five (5) years of experience in analysis, evaluation, and contract negotiations.
- Or
- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is responsible administrative and professional work assisting the department head in the day-to-day functioning of the airport, focusing on maximizing revenue and guiding property management and development through skillful contract and lease negotiations and oversight. An employee in this class is responsible for planning, assigning, supervising, and evaluating the work of employees in administrative functions. Work is performed under the general direction of the Assistant Airport Director for Finance, but the position requires the application of considerable independent judgment and initiative in carrying out assignments to a successful conclusion. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates and manages the development of ITBs, LOIs, RFQs, and RFPs pertaining to airport contracts and leases and participates in selection.
- Negotiates, directs and prepares lease, concession, license, easement, and permit agreements.
- Negotiates, directs and prepares goods and services contract agreements.
- Prepares documentation needed to obtain approvals of airport agreements, such as City Council Items and Mayoral Memos.
- Ensures compliance with legal requirements of leases, concessions, licenses, easements, permits, and other contracts.
- Contributes to the business development program, project plans and department budgets.
- Oversees implementation of policies and procedures for the property and contract division.

- Ensures property and contract programs comply with established goals and objectives, applicable laws and regulations, and regulatory agency requirements.
- Manages and oversees the Airport Concession Disadvantaged Business Enterprise (ACDBE) program and the Airport Title VI (non-discrimination) program in compliance with federal regulations and serves as a liaison officer.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, theory, methods, procedures and skills.
- Knowledge of property negotiation practices and techniques.
- Knowledge of property management principles, methods and practices.
- Knowledge of legal aspects of real estate leases and rental agreements.
- Knowledge of applicable laws, codes and regulations pertaining to the acquisition and disposition of real property.
- Knowledge of principles and practices of budget development and administration.
- Knowledge of capital improvement planning and budgeting.
- Knowledge of statistical analysis and research techniques.
- Knowledge of property legal descriptions, site plans, surveys and appraisal methods, easements, deed and title reports and water rights.
- Ability to interpret federal, state and local laws, statutes, ordinances and policies.
- Ability to represent the Airport effectively in negotiations.
- Ability to provide effective leadership.
- Ability to analyze complex operational and administrative problems and recommend or implement effective courses of action.
- Ability to communicate effectively in the English language at a level necessary for efficient job performance.
- Ability to perform all essential functions as assigned by an authorized employee, supervisor and/or manager with or without reasonable accommodation.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 5/20/2013 tkw

Rev.: 09/09/25 rpr

Job Classification:
Job Code:

Airport Electrician I
4090

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and,
- ✓ One (1) year experience in a commercial/industrial electrical field.
- ✓ Education from an accredited college, university or technical school in an electrical field can be substituted on a one year for one year basis for experience lacking.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is specialized work in the troubleshooting, repair, installation, and maintenance of Airport instruments, systems, control devices, and electrical equipment. Position is supervised by the Airport Electrician III and/or Maintenance Manager. Some high voltage work may be required under supervision.

This position is subject to regular on-call/re-call and must participate in the Airport's recall program. An employee in this category is also subject to work after hours.

Examples of Work:

- Performs maintenance and repair work on high voltage airfield lighting circuits. Work includes normal maintenance such as bulb change out, cleaning, transformer replacement and lens replacement, as well as emergency fault locating and repair. Additional maintenance includes pulling and repairing airfield power and control cables.
- Performs maintenance and repairs on constant current regulators and their associated monitoring systems.
- Performs maintenance and repairs on building electrical distribution systems, loading bridges, baggage belts, lift stations, security systems, and fire protection systems, etc..
- Installs, tests, calibrates, and maintains complex control systems, analyzers, electrical switch gear, distribution equipment and safety interlocks.
- Responds on a scheduled or emergency basis to repair or restore electrical and computerized components necessary for operations.

Knowledge, Skills and Abilities:

- Thorough knowledge of electrical distribution equipment and electrical systems.
- Thorough knowledge of general mathematics, algebra, and physics.
- Ability to read and understand blueprints, electrical schematics, and wiring drawings.
- Ability to use complex test equipment in trouble shooting and repairing of electrical/mechanical equipment.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/05 tkw

Revised: 11/10/10 tkw, 9/16/13 tkw

Job Classification:

Airport Electrician II

Job Code:

4091

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Three (3) years' experience in a commercial/industrial electrical field.
- ✓ Education from an accredited college, university, or technical school in an electrical field can be substituted on a one year for one year basis for experience lacking.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Possession of a valid Journeyman Electrician License preferred.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is highly specialized work in the troubleshooting, repair, installation, and maintenance of Airport instruments, systems, control devices, and electrical equipment. Position is supervised by the Airport Electrician III and/or Maintenance Manager. Some high voltage work may be required under supervision.

This position is subject to regular on-call/re-call and must participate in the Airport's recall program. An employee in this category is also subject to work after hours. Position may supervise the work of contractual skilled and non-skilled labor.

Examples of Work:

- Performs maintenance and repair work on high voltage airfield lighting circuits. Work includes normal maintenance such as bulb change out, cleaning, transformer replacement and lens replacement, as well as emergency fault locating and repair. Additional maintenance includes pulling and repairing airfield power and control cables.
- Performs maintenance and repairs on constant current regulators and their associated monitoring systems.
- Performs maintenance and repairs on building electrical distribution systems, loading bridges, baggage belts, lift stations, security systems, and fire protection systems, etc..
- Installs, tests, calibrates, and maintains complex control systems, analyzers, electrical switch gear, distribution equipment and safety interlocks.
- Responds on a scheduled or emergency basis to repair or restore electrical and computerized components necessary for operations.

Airport Electrician II (continued)

Knowledge, Skills and Abilities:

- Knowledge of electrical distribution equipment and electrical systems.
- Knowledge of general mathematics, algebra, and physics.
- Ability to read and understand blueprints, electrical schematics, and wiring drawings.
- Ability to use complex test equipment in trouble shooting and repairing of electrical/mechanical equipment.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include near distance, far distance, color and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/05 tkw

Revised: 11/10/10 tkw, 9/26/13 tkw ,12/16/19 rpr

Airport Electrician III (continued)

Job Classification:

Airport Electrician III

Job Code:

4092

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Five (5) years of commercial/industrial grade electrical experience.
- ✓ Education from an accredited college, university, or technical school in an electrical field can be substituted on a one year for one year basis for experience lacking.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Possession of a valid Journeyman Electrician License preferred.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.
- ✓ Possession of an American Association of Airport Executives (AAAE), Airport Certified Employee (ACE) – Airfield Lighting Maintenance Certification preferred.

Nature of Work:

This is highly specialized work in the troubleshooting, repair, installation, and maintenance of Airport instruments, systems, control devices, and electrical equipment, some of which is high voltage.

An employee in this class gives guidance and instructions to Airport Electrician I & II and other personnel. Direction is given by the Maintenance Manager, but the employee has some latitude for the exercise of judgment and improvisation of methods. Performance is evaluated through results.

This position is subject to regular on-call/re-call and must participate in the Airport's recall program. An employee in this category is also subject to work after-hours.

Examples of Work:

- Performs maintenance and repair work on high voltage airfield lighting circuits. Work includes normal maintenance such as bulb change out, cleaning, transformer replacement and lens replacement, as well as emergency fault locating and repair.
- Additional maintenance includes pulling and repairing airfield power and control cables.
- Performs maintenance and repairs on constant current regulators and their associated monitoring systems.

Airport Electrician III (continued)

- Performs maintenance and repairs on building electrical distribution systems, loading bridges, baggage belts, lift stations, security systems, and fire protection systems, etc.
- Installs, tests, calibrates, and maintains complex control systems, analyzers, electrical switch gear, distribution equipment and safety interlocks.
- Oversees and reviews instrumentation and electrical work performed by outside contractors and tenants.
- Responsible for establishing and utilizing a computer based maintenance management program to set up preventative, planned, and unplanned maintenance for the Airport electrical/mechanical systems.
- Participates in the selection process for subordinate personnel.
- Obtains cost figures and estimates for various accounts in the preparation of the Airport budget. Makes recommendations for the need of additional capital equipment and the replacement of existing equipment.
- Subject to regular on-call/re-call and is required to participate in the Airport's recall program.

Knowledge, Skills and Abilities:

- Knowledge of the operation and repair of airfield lighting and control systems.
- Knowledge of electrical distribution equipment and electrical systems.
- Knowledge of general mathematics, algebra, and physics.
- Ability to plan, organize, assign, and inspect the work of subordinate personnel.
- Ability to read and draw blueprints, electrical schematics, and wiring drawings.
- Ability to use complex test equipment in troubleshooting and repairing of electrical/mechanical equipment.
- Ability to prepare detailed work reports and submit written recommendations to seniors for improving operations.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include near distance, far distance, color and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Airport Electrician III (continued)

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/05 tkw

Rev.: 11/10/10 tkw, 9/26/13 tkw, 12/20/19 rpr

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Airport Executive Director

Department: Airport

Job Code: 1162

Pay Grade: 131

FLSA Status: Exempt

JOB SUMMARY

The Airport Executive Director leads and facilitates implementation of vision and strategic plans for Pensacola International Airport, to include planning, organizing, coordinating and directing all aspects of airport operations. Major oversight responsibilities including finance, accounting, communications, leasing procedures, purchasing, airport safety regulations, terminal operations, facilities maintenance, etc. Assigns, reviews and participates in major economic development and business attraction and retention projects with the airport and the facilities owner, the City of Pensacola. Plans and implements programs to stimulate commercial development of the airport and the city. Oversees inspections and surveys airport facilities and coordinates plans for major construction, maintenance and repair in concert with consulting engineers, architects, contractors and the FAA, including major work on runways, taxiways, lighting terminal and other building facilities. Leads in development and execution of capital projects for the Pensacola International Airport.

As Airport Executive Director, position interfaces directly with Deputy City Administrator, City Administrator, the Mayor and City Council on significant matters relating to budget, planning, future development, operations, etc. Performance is evaluated on observed and attained results.

ESSENTIAL JOB FUNCTIONS

- As Airport Executive Director, works closely with city government officials, state and federal representatives, stakeholders, tenants and the public to assure the airport serves the needs of community at the highest levels. To this end, directs planning, organizing, coordinating and effective implementation of the policies and procedures of airport operations including finance, accounting, leasing procedures, purchasing, airport safety regulations, terminal operations, facilities maintenance, etc.

- Provides vision and strategic plans to support organizing, assigning, reviewing and participating in major economic development and business attraction and retention projects with the Pensacola International Airport and the City of Pensacola; coordinates planning and implementation of programs to stimulate commercial development of the airport and city. Explores means to expand revenue-producing facilities.
- Recruits and selects highly qualified personnel for the department, participates in the training and development of personnel and responsible for various personnel matters (i.e., disciplinary action, etc.) in cooperation with Human Resources.
- Oversees the process of inspecting and surveying airport facilities and coordinating plans for major construction, maintenance and repair with consulting engineers, architects, contractors and the FAA, on major projects involving runways, taxiways, lighting, terminal and other building facilities.
- Responsible for managing the Pensacola International Airport real estate portfolio to assure full and effective utilization by actively and strategically marketing the airport as a premier location to do business. Directs and controls all renovation and new construction of airport facilities and negotiations and preparation of contracts, leases and agreements.
- Serving as Pensacola International Airport's ambassador by making public presentations to legislative bodies, other public agencies, community groups, development associations, potential investors and other assemblages regarding the business development process or specific project activity.
- Directs and administers the preparation of budget and controls expenditures of departmental appropriations in support of airline agreements. Directs the preparation of airport usage, financial data and grant applications. Coordinates airport operations with air carriers, fixed base operators and other airport use. Directs negotiations and preparation of contracts, leases and agreements.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in Aviation Management, Airport Management, Business Administration, or a related field; Ten (10) years of responsible experience in commercial aviation business management, including at least five (5) years in a management/supervisory capacity; and two (2) or more years' experience in economic or business development to include the management of large capital improvement projects preferred.

Licenses or Certifications:

- Valid driver's license and any required licenses, training, or certifications required by law.
- Pass and maintain a Department of Homeland Security/TSA background check, as well as a Criminal History Record Check to be eligible to obtain and keep an airport ID badge.
- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- American Association of Airport Executives (AAAE) Accredited Airport Executive (AAE) or a Certified Member (CM) designation preferred.

Special Requirements:

- Position is designated as Emergency Critical (EC) and requires 24/7 availability for emergency response and at activation of the Emergency Operation Center (EOC).

Knowledge, Skills and Abilities:

- Knowledge of the commercial aviation operations and environment.
- Knowledge of aviation administrative and management procedures.
- Knowledge of pertinent federal, state, local laws and ordinances governing the activities of the department.
- Knowledge of master planning and airport development strategies.
- Knowledge of principles of air service development and the ability to successfully direct air service efforts to maximize commercial development of the airport.
- Knowledge of modern principles of organizational development that will allow for maximum productivity, professional development and high level of employee morale and retention.
- Ability to lead, manage and supervise the work of others in such a manner that improves quality, accuracy and timeliness of work.
- Ability to plan, assign and objectively measure and evaluate the work of professional, technical and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively, to include presentation skills to large assemblies.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to establish and maintain effective working relationships with associates, stakeholders, public officials and the general public.
- Ability to effectively represent the Pensacola International Airport to the business community.
- Ability to work closely with the news media to effectively represent the airport.
- Ability to professionally represent the city and airport to local, state and federal elected officials and staff.

PHYSICAL DEMANDS

- Regularly required to use hands and fingers, reach with hands and arms, walk, talk, and hear.
- Occasionally required to stand, sit, climb, balance, stoop and crouch
- Specific vision abilities required include near and far distance, color, peripheral vision, and depth perception.
- Exerting up to twenty (20) pounds of force occasionally. Position requirements are generally sedentary in nature.

WORK ENVIRONMENT

- Office is located in a heated and cooled airport facility with minimal noise intrusion. Exposure to external environment at the airport is occasional.
- May require travel to various City departments for meetings with staff.

The City of Pensacola is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, military service, or any other characteristic protected by applicable laws and ordinances.

Est.: 09.03.2024

Job Classification:
Job Code:

Airport Finance Manager
4098

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, finance, or related field.
 - ✓ Five years of experience in construction and operation financing programs and some knowledge of airport business management systems and procedures, with not less than two years in a supervisory capacity.
 - ✓ Three (3) years pertinent experience, two (2) of which must have been in a supervisory capacity in finance.
- Or
- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain U.S. Transportation Security Administration (TSA) access clearance.

Nature of Work:

This is specialized administrative and professional work assisting the Assistant Airport Director for Finance.

The Airport Finance Manager must exercise considerable judgment in managing operating and capital budgets, prepare financial reports and accounting data, and develop forecasts of revenue and expenses. The nature of the work requires the ability to evaluate, analyze, and review accounts, interpret the economic and statistical significance and interrelationships of financial data and prepare sound financial management recommendations.

Work is performed under the general direction of the Assistant Airport Director for Finance, but the position requires the application of considerable independent judgment and initiative in carrying out assignments to a successful conclusion. Work is evaluated through review of results attained.

Examples of Work:

- Plans, organizes, coordinates and supervises the work of subordinate employees.
- Prepares and monitors the Airport Department's annual budget.
- Manages Airport finances and accounting reporting. Complies with federal and state reporting requirements.
- Manages Airports debt service and related compliance requirements.
- Coordinates with FEMA, FAA and State Insurance funding of Airport disaster recovery.
- Manages federal and state grants, PFCs, CFCs and associated reporting and record keeping requirements.
- Prepares technical and administrative reports.
- Prepares and works with Airport Assistant Director of Finance, Airport consultants and City Finance Department on all rates and charges analysis.
- Analyze administrative and financial problems and make appropriate recommendations
- Financial oversight of Airport Projects to include management of Owner Direct Purchases (ODP) programs.
- Work cooperatively with representatives of public and private agencies.
- Prepare and analyze commercial and governmental financial statements and statistical data, tables, and charts
- Prepares, monitors, tracks, and prepares reimbursements and reconciliation of all Federal, State of Florida, FEMA, and any other Grants awarded to the Airport.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of pertinent theory, methods, procedures and skills.
- Knowledge of principles and procedures of commercial fiscal management and governmental appropriation, enterprise fund, and cost accounting practices and controls.
- Knowledge of federal and state grants, CFC programs, DBE programs and PFC programs.
- Knowledge of Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of departmental rules and regulations.
- Knowledge of city rules and regulations, policies and procedures.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to speak and write effectively.
- Ability to exercise good judgment and make decisions.
- Ability to establish and maintain effective working relationships with associates and the public.

Airport Finance Manager (continued)

- Ability to prepare and analyze commercial and governmental financial statements and statistical data, tables, and charts.
- Ability to plan, organize, direct, evaluate, and oversee the work of multiple employees in the completion of various tasks of assigned functional areas.
- Ability to gather, correlate and analyze facts and devise solutions.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 01/25/2022

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Airport Maintenance Manager

Department: Airport

Job Code: 2100

Pay Grade: 115

FLSA Status: Exempt

JOB SUMMARY

This position reports to the Assistant Airport for Planning & Engineering. General policy is determined by the department head or his/her designee. Professional and supervisory work directing the activities of others in the maintenance of airport navigational systems, airfield lighting systems, pavement, buildings, equipment and airport property in the high standards demanded of a Part 139 commercial airport and public facility. Responsible for planning, assigning, supervising and evaluating the work of employees in several fields of maintenance activity, as well as performing skilled work. Has considerable latitude to use discretion in establishing work priorities, schedules and related assignments and exercises independent judgment in carrying out assignments. Subject to regular on-call/re-call and must participate in the airport's recall program. An employee in this category plans, organizes preventative maintenance, daily tasks, personnel, projects and is subject to work after-hours. Use of pagers, radios and/or cell phones is mandatory.

ESSENTIAL JOB FUNCTIONS

- Supervises work of subordinate supervisors and maintenance division employees in all phases of building/airfield maintenance and repair work necessary to maintain and operate the airport facilities. Acts as liaison with Federal, State, local and other agencies
- Formulates policies and operating procedures in consultation with subordinate supervisory employees and with the concurrence of the department head or his/her designee. Prepares and maintains technical and administrative operating records and reports.
- Plans, organizes, directs and evaluates work of employees. Ensures work orders are reviewed, assigned and completed in a timely manner and meeting all quality requirements. Makes adjustments in assignments, procedures and schedules as necessary to successfully accomplish assignments.

- Provides leadership and oversees employee development and all aspects of performance management. Ensure employees are properly trained on equipment, operations, safety and security and all necessary certifications and clearances are maintained. Assures the performance and conduct of personnel meet or exceed job performance requirements. Employs appropriate recognition or disciplinary action, as needed, where corrective is required.
- Works closely with Assistant Airport for Planning & Engineering and subordinates in development and preparation of budget estimates. Monitors and controls expenditures of division's appropriations to stay within budget each fiscal year.
- Makes periodic inspections to assess operation and determine needs.
- Coordinates work directly with outside contractors for maintenance items.
- Oversees contract work regarding timing, logistics, project details, manpower and costs.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in a Building Construction, Facilities Maintenance, or related field; and five (5) years of airport or industrial commercial facility maintenance work experience, which must include high voltage systems and computerized energy management systems and three (3) years of supervisory experience; or an equivalent combination of education and experience as determined by the Human Resources Department.

Licenses or Certifications:

- Valid driver's license and any required licenses, training, or certifications required by law.
- CDL Class A driver's license (preferred).

Special Requirements:

- Pass and maintain a Department of Homeland Security/TSA background check, as well as a Criminal History Record Check to be eligible to obtain and keep an Airport ID badge.
- Class A/B Underground Storage Tank Training is required.
- Certifications preferred: American Association of Airport Executives (AAAE) Certified Member (CM); AAAE Airport Safety and Operations Specialist (ASOS); and Airfield Movement Area Qualification.

Knowledge, Skills and Abilities:

- Knowledge of the commercial aviation environment.
- Knowledge of OSHA requirements specific to the area of Airport Maintenance.
- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the maintenance of the airfield and airport facilities.
- Knowledge of the airport environment, activities and the pertinent Federal, State and local laws and ordinances governing the activities of the operation of the airport.

- Knowledge of occupational hazards of the types of work performed and necessary safety precautions.
- Knowledge of departmental rules and regulations and City policies.
- Knowledge of Project Management techniques and oversight.
- Ability to plan, organize, prioritize, assign, direct and inspect the work of employees engaged in facility maintenance activities.
- Ability to interpret, understand and effectively carry out complex oral and written technical instructions technical, sub-professional and other levels of skilled work to secure effective results.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to make estimates of time and materials needed.
- Ability to establish and maintain effective working relationships with associates, governmental officials (i.e. FAA, TSA, Police, etc.), tenants, contractors and the general public.
- Ability to supervise, train, motivate and evaluate the work of subordinates.
- Ability to effectively communicate via radio with the air traffic control tower and comply with FAA rules and regulations regarding vehicle/equipment usage inside airport movement and non-movement areas.
- Ability to comply with all Federal, State, local and airport requirements.

PHYSICAL DEMANDS

- Regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear.
- Occasionally required to stand, sit, climb, balance, stoop, crouch and crawl.
- Specific vision abilities required include near and far distance, color and peripheral vision, and depth perception.
- The employee regularly lifts and/or moves up to 20 pounds and occasionally lifts and/or moves up to 50 pounds.
- Subject to recall 24/7 for emergencies and major maintenance concerns after hours.

WORK ENVIRONMENT

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

The City of Pensacola has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The City of Pensacola provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Est.: 08/14/2024

Job Classification:

Airport Maintenance Supervisor

Job Code:

2098

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and,
- ✓ Five (5) years of related experience in airport, industrial, commercial or municipal maintenance of buildings, facilities and grounds, including operation of motorized equipment, two (2) of which must have been in a supervisory capacity.

Or

- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ This requires the employee to obtain a CDL Class A license within one year of employment into the classification. Failure to do so will result in removal from the classification which could include termination.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is professional and supervisory work in the field of Airport maintenance. This position will oversee and coordinate construction, maintenance and repair work, as well as perform skilled work in an airport environment. Requires working with a variety of complex systems, and or heavy specialized equipment, as well as a variety of light construction, preventative maintenance, repair, and upkeep projects. Also requires the ability to interact with airport tenants and the traveling public, and work under the security requirements mandated by the TSA and other government agencies.

An employee in this class is responsible for training, assigning, supervising, and evaluating the work of skilled and unskilled subordinate employees. General direction is received from the Maintenance Manager, but the employee has considerable latitude in establishing work priorities, schedules, and related assignments. The employee will exercise independent judgment in carrying out assignments. The employee is subject to emergency calls as a routine part of regular duties. This position is also subject to regular on-call/re-call and must participate in the Airport's re-call program. Work is evaluated through review of results attained.

Examples of Work:

- Oversee and perform all phases of building maintenance and repair work necessary to maintain and operate the Airport facilities, airfield and surrounding properties.

Airport Maintenance Supervisor (continued)

- Conducts daily inspections of facilities and maintenance work/job site to ensure compliance with organizational and departmental safety initiatives.
- Provides direct oversight for difficult and more skilled aspects of the operation.
- Supervises maintenance work for all airport complex, facilities, grounds, infrastructure, airfield and equipment.
- Receives work orders; plans and assigns work for subordinates.
- Supervises assigned employees to include hiring, training, disciplining and conducting performance appraisals/feedback discussions.
- Responds to all emergency calls from Operations and other departments, airlines, vendors, etc., in the absence of the Maintenance Manager.
- Prepares requests for equipment, supplies, and materials; assists Maintenance Manager in the preparation of the budget of the division.
- Enforces safety rules and other accident prevention measures.
- Maintains adequate inventory of materials and supplies.
- Maintains routine records; prepares reports.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of methods, equipment, materials, supplies, tools, and practices for buildings and ground maintenance.
- Knowledge of the occupational hazards of the types of work performed and of necessary safety precautions.
- Knowledge of supervisory methods and techniques.
- Knowledge of Federal, State and Local regulations effecting the airport.
- Knowledge of preventative maintenance procedures, application, and requirements.
- Ability to plan, assign, supervise the work of subordinates.
- Ability to understand and carry out oral and written instructions, and to read and interpret sketches, diagrams, blueprints, and charts; prepare oral and written reports.
- Ability to make estimates of time and materials needed.
- Ability to establish and maintain an effective working relationship with co-workers and the airport tenants.
- Skill in the use and care of pertinent tools and equipment.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include near distance, far distance, color and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est. 8/11/20

Job Classification:
Job Code:

Airport Maintenance Technician II
7012

Minimum Preparation for Work:

- ✓ Sufficient education to demonstrate ability to read and write and follow written instructions; and
- ✓ Two (2) years of experience in the construction and maintenance of buildings, facilities, and grounds, including operation of motorized equipment; or successful completion of the Facilities Maintenance Technician program as determined by the department.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is skilled work in construction, maintenance and repair work done in an airport environment. Work in the operation of a variety of complex or heavy specialized equipment. This requires special skills in dealing with the public and working under the security requirements mandated by the TSA and other government agencies.

An employee in this class works independently performing facilities maintenance in a variety of light construction, preventative maintenance, repair, and upkeep projects. Employee operates front end loaders, dump trucks, tractors, and commercial mowers while maintaining airfield and airport grounds. Work is performed under general supervision of the Maintenance Manager. Supervision may be exercised over contract unskilled or semi-skilled workers. This position is subject to regular on-call/re-call and must participate in the Airport's re-call program. An employee in this category is subject to participate in regularly scheduled and unscheduled after hours work.

Examples of Work:

- Performs all phases of building maintenance and repair work necessary to maintain and operate the Airport facilities.
- Performs maintenance work on the ground areas at the Airport including mowing operations, loading and unloading trucks, ditch clean out, erosion control, washout repair, herbicide application, and fence and sign repair.
- Performs all phases of airfield mechanical maintenance work which include the mechanical and security components of the airfield mechanical systems, security gates, lift stations and other plumbing systems.
- Repairs, tests, and maintains a variety of mechanical equipment such as potable water cabinets, fire lines and pumps, loading bridges, gates, and baggage belts.

Airport Maintenance Technician II (continued)

- Performs and directs all phases of light construction, maintenance, and repair projects requiring skills in plumbing, painting, and carpentry.
- Checks equipment for routine servicing needs and provides minor maintenance work when required.
- Operates tractors, rotary and flail cutters, and powered brooms.
- Operates front-end loaders and dump trucks.
- Operates herbicide application equipment.
- Drives and operates sweeper vehicles.
- Assists supervisor with time and materials estimating and ordering.
- Obtains vendor material price quotes and makes purchases in accordance with city purchasing guidelines.
- Keeps and routes purchasing documents and computer based maintenance records and reports.
- Assists with airport emergencies, including aircraft mishaps.
- Operates automotive and other specialized mechanical equipment, uses a wide variety of hand and power tools.
- Cleans and maintains specified Airport facilities and properties, including clearing vegetation and some trash collecting.
- Performs runway and taxiway daily inspections in accordance with Federal Aviation Administration (FAA) guidelines.
- Performs escort duties in Airport security areas.

Knowledge, Skills and Abilities:

- Considerable knowledge of pertinent standard methods, practices, and procedures used in construction, maintenance and repair work.
- Considerable knowledge of materials, supplies, tools, equipment and practices used in the specific work area.
- Considerable knowledge of safety and security regulations pertinent to the specific work performed.
- Considerable knowledge of pertinent Federal and State laws, and City ordinances.
- Knowledge of the traffic laws of Pensacola and State of Florida.
- Ability to supervise the work of others.
- Skill in operating specialized equipment with manipulative ability.
- Ability to recognize and act appropriately to potentially life threatening hazardous situations.

Airport Maintenance Technician II (continued)

- Ability to understand and carry out oral and written instructions.
- Ability to effectively communicate via air-to-ground radio with the air traffic control tower.
- Ability to comply with FAA rules and regulations regarding vehicle usage inside airport movement areas.
- Ability to provide 24-hour emergency response, occasionally under extreme adverse weather conditions.
- Ability to troubleshoot and repair problems that directly impact the operation of the airport.
- Ability to keep computerized records.
- Ability to operate automotive and specialized mechanical equipment.
- Ability and skill to operate and maintain pertinent facilities, tools and equipment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to express oneself clearly and concisely.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/00tmm Rev.: 2/28/01tmm, 7/09/02 tk, 2/10/04 tkw, 10/01/05 tkw, 1/9/07 tkw, 10/11/07 tkw, 1/13/10 tkw, 9/16/13 tkw

Job Classification:
Job Code:

Airport Maintenance Technician III
6034

Minimum Preparation for Work:

- ✓ Sufficient education to demonstrate ability to read and write and follow written instructions; and
- ✓ Three (3) years of experience in the construction and maintenance of buildings, facilities, and grounds, including operation of motorized equipment; or one year of experience and successful completion of the Facilities Maintenance Technician program as determined by the department.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is skilled work in construction, maintenance and repair work done in an airport environment. Work in the operation of a variety of complex or heavy specialized equipment. This requires special skills in dealing with the public and working under the security requirements mandated by the TSA and other government agencies.

An employee in this class works independently performing facilities maintenance in a variety of light construction, preventative maintenance, repair, and upkeep projects. Employee operates front end loaders, dump trucks, tractors, and commercial mowers while maintaining airfield and airport grounds. Work is performed under general supervision of the Maintenance Manager. Position supervises work of Airport Maintenance Technician I and II positions and Airport Custodial Worker when assigned. Additional supervision may be exercised over contract unskilled or semi-skilled workers. This position is subject to regular on-call/re-call and must participate in the Airport's re-call program. An employee in this category is subject to participate in regularly scheduled and unscheduled after hours work.

Examples of Work:

- Performs all phases of building maintenance and repair work necessary to maintain and operate the Airport facilities.
- Supervises work and assigns daily tasks to custodial staff and Airport Maintenance Technician I / II positions in absence of the Maintenance Manager.
- Performs maintenance work on the ground areas at the Airport including mowing operations, loading and unloading trucks, ditch clean out, erosion control, washout repair, herbicide application, and fence and sign repair.

Airport Maintenance Technician III (continued)

- Performs all phases of airfield mechanical maintenance work which include the mechanical and security components of the airfield mechanical systems, security gates, lift stations and other plumbing systems.
- Repairs, tests, and maintains a variety of mechanical equipment such as potable water cabinets, fire lines and pumps, loading bridges, gates, and baggage belts.
- Performs and directs all phases of light construction, maintenance, and repair projects requiring skills in plumbing, painting, and carpentry.
- Checks equipment for routine servicing needs and provides minor maintenance work when required.
- Operates tractors, rotary and flail cutters, and powered brooms.
- Operates front-end loaders and dump trucks.
- Operates herbicide application equipment.
- Drives and operates sweeper vehicles.
- Assists supervisor with time and materials estimating and ordering.
- Obtains vendor material price quotes and makes purchases in accordance with city purchasing guidelines.
- Keeps and routes purchasing documents and computer based maintenance records and reports.
- Assists with airport emergencies, including aircraft mishaps.
- Operates automotive and other specialized mechanical equipment, uses a wide variety of hand and power tools.
- Cleans and maintains specified Airport facilities and properties, including clearing vegetation and some trash collecting.
- Performs runway and taxiway daily inspections in accordance with Federal Aviation Administration (FAA) guidelines.
- Performs escort duties in Airport security areas.

Knowledge, Skills and Abilities:

- Considerable knowledge of pertinent standard methods, practices, and procedures used in construction, maintenance and repair work.
- Considerable knowledge of materials, supplies, tools, equipment and practices used in the specific work area.
- Considerable knowledge of safety and security regulations pertinent to the specific work performed.
- Considerable knowledge of pertinent Federal and State laws, and City ordinances.

Airport Maintenance Technician III (continued)

- Knowledge of the traffic laws of Pensacola and State of Florida.
- Ability to supervise the work of others.
- Skill in operating specialized equipment with manipulative ability.
- Ability to recognize and act appropriately to potentially life threatening hazardous situations.
- Ability to understand and carry out oral and written instructions.
- Ability to effectively communicate via air-to-ground radio with the air traffic control tower.
- Ability to comply with FAA rules and regulations regarding vehicle usage inside airport movement areas.
- Ability to provide 24-hour emergency response, occasionally under extreme adverse weather conditions.
- Ability to troubleshoot and repair problems that directly impact the operation of the airport.
- Ability to keep computerized records.
- Ability to operate automotive and specialized mechanical equipment.
- Ability and skill to operate and maintain pertinent facilities, tools and equipment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to express oneself clearly and concisely.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a Airport Maintenance Technician III (continued)

risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/00tmm

Rev.: 2/28/01tmm, 7/09/02 tk, 2/10/04 tkw, 10/01/05 tkw, 1/13/10 tkw, 9/17/13 tkw

Job Classification:
Job Code:

Airport Maintenance Worker
6034

Minimum Preparation for Work:

- ✓ Ability to read, write and follow written instructions; and,
- ✓ Three (3) years of related experience.
- ✓ The experience requirement may be satisfied by a combination of on-the-job experience and completion of technical or vocational training courses in the pertinent area, a total of which must equal three (3) years.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is skilled work in construction, maintenance, and the building trade areas of work.

An employee in this class performs a variety of skilled work under general supervision. Work is assigned by means of verbal or written orders and is carried out independently by the employee in accordance with standard practices of the trade. Completed work and work in process of completion are subject to inspection, but the employee remains independently responsible for the quality and quantity of work completed. Supervision may be exercised over unskilled and semi-skilled employees. Employee may be subject to call-out for emergency duty.

Examples of Work:

- Orders supplies, estimates and executes repairs needed, and reports time and supplies used on each job.
- Forms, places, and finishes concrete curbs, sidewalks, and other types of concrete structures.
- Lays bricks, block, pre-formed manhole casings.
- Builds cabinets and other finished carpentry works, places molding and performs other wood working tasks.
- Paints existing structures and does finish painting.
- Repairs plaster and plaster board.
- Decorates and hangs wall coverings.
- Repairs air conditioning units of all sizes, makes, and cooling methods and medium.
- Repairs gas and electrical heating units.
- Subject to call-out for emergency duties.

Knowledge, Skills and Abilities:

- Thorough knowledge of pertinent safety standards and practices.
- Thorough knowledge of the standard methods, practices, tools, and equipment used in construction, maintenance, and building trades.
- Ability to understand, interpret, and effectively carry out oral and written instructions.
- Ability to complete job from start to finish, including those aspects, which may require technical assistance.
- Ability to estimate materials and costs.
- Ability to maintain simple records and complete reports.
- Ability to order supplies and account for use.
- Ability to supervise the work of others.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to perform work out of doors, occasionally under adverse weather conditions.
- Skill in the use and care of pertinent tools and equipment.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est. 9/10/91

Edited: 2/28/96bjs, 6/5/01tmm

Rev.: 2/28/01tk, 2/10/04 tkw, 9/19/13 tkw/01/01/24 rpr

Job Classification:

Airport Marketing Specialist

Job Code:

1286

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's degree in Communications, Public Relations, Marketing or related field; and
- ✓ Four (4) years of experience in a highly responsible marketing or communications capacity preferably in the aviation, travel/tourism, hospitality or economic development industry.

Or

- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is responsible administrative and professional work assisting with the management and coordination of multiple aspects of Pensacola International Airport's marketing, advertising, public relations, media relations, and communications program.

This role includes coordinating public relations efforts, managing social media platforms, overseeing marketing strategies and serving as a point of contact for public information. Work is performed under the general direction of the Assistant Airport Director for Strategy & Development, but the position requires the application of considerable independent judgment and initiative in carrying out assignments to a successful conclusion. Work is evaluated through review of results attained.

Examples of Work:

- Develops and implements comprehensive marketing and communications strategies aligned with the airport's goals and objectives, ensuring consistent messaging and branding across all materials. Works closely with airport staff, City management, vendors, airlines, and others to coordinate efforts and maintain a superior customer service environment.
- Conducts market research and analysis to identify target audiences, market trends, and competitive positioning, informing the development of effective marketing strategies.
- Manage the airport's social media accounts, creating engaging and informative content, fostering meaningful engagement with the audience, and responding to comments, inquiries, and messages received through social media platforms.
- Develops and maintains positive relationships with stakeholders, including airlines, government agencies, community organizations, and residents.
- Maintains a calendar of important projects and airline milestones in order to proactively coordinate and anticipate communications and public relations needs.

Airport Marketing Specialist (continued)

- Serve as a media contact and spokesperson for the airport across various platforms, including video, audio, 1-on-1 interviews, and press conferences. Oversee key communication materials, manage both reactive and proactive media engagements, and foster relationships with media outlets, journalists, and industry influencers.
- Coordinates the preparation of press releases, brochures, memoranda, letters, reports, the airport's electronic newsletter, and other internal or external communications.
- Collaborates with internal teams and external agencies to create visually appealing and impactful marketing collateral, including print materials, digital assets, signage, and advertisements.
- Ensures the currency and accuracy of information on the airport's website and social media accounts.
- Collects and analyzes airport statistical information and distributes to industry representatives and general public.
- Assists in development and management of the marketing budget, allocating resources effectively and identifying opportunities for sponsorships and partnerships.
- Coordinates, plans, and organizes events, presentations, meetings, etc. both at the Airport and as a member of the City's events team.
- Oversees the creation of compelling content for various communication channels, including social media platforms, blogs, website content, newsletters, and brochures.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of departmental rules and regulations.
- Knowledge of city rules and regulations, policies and procedures.
- Ability to develop and implement long-term marketing goals.
- Ability to prepare clear and concise reports.
- Ability to speak and write effectively.
- Ability to deal tactfully and courteously with the public and public officials.
- Ability to exercise good judgment and make decisions.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), social media management tools (such as Buffer, Hootsuite, or Sprout Social), web analytics platforms (such as Google, Adobe or Webtrends), content creation software (such as Adobe Creative Cloud, Canva, or Sketch) and experience with WordPress/Elementor and MailChimp is required.

Airport Marketing Specialist (continued)

- Ability to quickly learn and use new software.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance , far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/26/2023

Job Classification:
Job Code:

Airport Office Coordinator
3012

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, accounting, or related field; and
- ✓ Four (4) years of experience in office management, three (3) of which must have been in a supervisory capacity or comparable classification with the City of Pensacola.

Or

- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must pass and maintain Department of Homeland Security/TSA background check, as well as Criminal History Record Check in order to obtain and maintain Airport ID badge.
- ✓ Must obtain American Association of Airport Executives AAAE Certified

Nature of Work:

This is experienced professional administrative work performing duties for the Airport Executive Director and Deputy Airport Director

An employee in this class' duties include correspondence administration, researching and responding to public inquiries, administrative workflow administration and records administration. This position serves as lead administrator for payroll and timekeeping, supervises two employees in records and front office information and reception functions, supervises multiple Customer Service Specialists and manages Pup Patrol. Airport supervising and overseeing multiple operational functions of assigned department/division. General direction is received from the Airport Executive Director. Work is evaluated through review of results attained.

Examples of Work:

- Supervises staff and volunteer workers, including prioritizing and assigning work, conducting performance evaluations, ensuring staff training, enforcing policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Acts as payroll representative for Pensacola Airport by initiating, processing, preparing payroll and timekeeping records, reviewing specialized paperwork and confidential information, ensuring payroll and attendance accuracy, and maintaining related records.
- Serves as primary point of contact between Pensacola Airport, Human Resources, and Finance supervisors.

- Responds to telephone, email, written, and in-person inquiries, including public records requests from the public, City departments, and other parties; provides information requiring knowledge of departmental policies and procedures at the Airport; collects funds and issues receipts.
- Drafts, composes, and types a variety of business documents, including letters, memos, charts, technical specifications, and other related documents, while maintaining confidentiality of sensitive issues, including confidential labor relations matters for the Airport Executive Director.
- Organizes, monitors, and maintains inventory, office supplies, equipment, and other related items; initiates service and repairs as needed.
- Assists with budget preparation by researching and preparing cost estimates, preparing budget recommendations, monitoring revenues and expenditures, and preparing related reports.
- Receives, reviews, records, prioritizes, and prepares Public Records Requests received from City Clerk, Human Resources, courts, attorneys, individuals, and businesses.
- Maintains and coordinates records destruction using established guidelines and determines appropriate fees for customer copies of public records.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping, accounting guidelines, standard office procedures, terminology, and best practices to include detailed application of defined applied industry methodologies as needed to oversee and complete work of assigned functional areas.
- Knowledge of Federal, State, and City laws, rules, regulations, and policies as needed to ensure compliance with established mandates associated with assigned functional area(s).
- Knowledge of supervisory techniques and best practice as need to properly provide feedback, assign and evaluate work, complete performance evaluations as well as identify appropriate opportunities for employee praise and discipline
- Knowledge of budgeting best practices as need to help manage, oversee, and forecast present and future budgetary needs for assigned functional areas as well as maintaining proper related documentation as required by laws, ordinances, and policies
- Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.
- Ability to independently make sound judgements and recommendations based on objective observations and analysis as needed to effectively oversee and coordinate assigned functional areas.
- Ability to recognize if/when a decision can be made or if it should be escalated to a higher level manager for input.
- Ability to plan, organize, direct, evaluate, and oversee the work of multiple employees in the completion of various tasks of assigned functional areas.

Airport Office Coordinator (continued)

- Ability to draft correspondence on behalf of assigned department/division to include both formal and informal communication instruments for use with both internal and external customers.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est. 01/01/2024

Job Classification:
Job Code:

Airport Operations Dispatcher
4063

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Two (2) years of responsible clerical experience, one (1) year of which must include public contact experience transmitting information and/or dispatching equipment and personnel using a radio or similar communication equipment. Experience in a public safety, airport, or similar technical environment is preferred.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must be able to meet and maintain requirements of Transportation Security Administration (TSA) security clearance.

Nature of Work:

An employee in this class is responsible for coordinating airport operational activities and requests for service to include emergencies through a centralized communications center by obtaining information, classifying its content, and disseminating to the correct personnel. Position will provide additional support in recordkeeping, security audits, fingerprinting, and Security Identification Display Area (SIDA) badge issuance while monitoring automated facility systems. The employee must be able to work rotating or permanent shifts and available for occasional call-outs, including weekends and holidays. Position is categorized as essential which requires responding to and/or working during emergency conditions at the airport.

Examples of Work:

- Answers airport's main telephone line, provides basic information to traveling public, routes calls to individuals and appropriate divisions, prioritizes service requests, applies pre-established response protocols.
- Communicates with Airport personnel including police, operations, maintenance, and administration personnel over radio frequencies dispatching task assignments, documenting specifics including time, location, and disposition.
- Relays emergency information in accordance with established procedures.
- Provides liaison services with other agencies during emergencies or mutual aid circumstances.
- Provides alert notification to staff members.
- Monitors multi-ban radio consoles, closed circuit television system, card access system, security alarms, emergency phones (elevator/garage), building automation systems, weather warning equipment, and flight tracking devices.
- Manages Airport Maintenance Management System (AMMS) to include documenting discrepancies, establishing work orders, personnel assignments, material/parts tracking, and monitoring of case progress/resolution.

Airport Operations Dispatcher (continued)

- Provides support functions such as data entry and recordkeeping associated with fingerprinting, Security Identification Display Area (SIDA) badging, security audits, vehicle permits, and key issuance.
- Maintains active records of Notice to Airmen (NOTAMS), severe weather notifications, and other airport originated communications.
- Communicates Prior Permission Requests (PPR) with Operations Officer concerning transient military and charter aircraft requesting special parking arrangements.
- Answers terminal courtesy phones and facilitates terminal paging requests.
- Assists Airport Operations Officers and Administrative staff in clerical duties including upkeep of the Airport Certification Manual, Airport Emergency Plan, Airport Security Program and Policy Guidance manuals.

Knowledge, Skills and Abilities:

- Knowledge of computer systems and proficiency in operating programs.
- Thorough knowledge of the Airport personnel functions, procedures, policies, and regulations.
- Skill in communicating clearly and concisely to present explanatory or interpretive information.
- Skill in establishing effective working relationships with other employees and organizations.
- Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.
- Ability to transcribe information from verbal communication and determine correct courses of action based upon pre-established procedures.
- Ability to communicate, interpret, and enter data into a computer terminal with accuracy and speed.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to perform multiple duties simultaneously including the monitoring of security and surveillance systems.
- Ability to prioritize and classify multiple requests for service calls.
- Ability to operate multiple communications equipment ensuring that radio transmissions are clear, concise, correct, well thought out.
- Ability necessary to assess situations, elicit pertinent information and make timely, accurate decisions in emergency and non-emergency situations.
- Ability to be professional, congenial, and friendly during public interactions.

The mental and physical demands and the work environment characteristics described below 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

Airport Operations Dispatcher (continued)

individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/1/02 tk

Rev.: 2/10/04 tkw, 9/20/05 tkw, 9/17/13 tkw

Job Classification:
Job Code:

**Airport Operations Duty Manager
2101**

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in aviation management, business administration, or a related field; and
- ✓ Two (2) years of professional operations related experience at a FAR 139 commercial service airport.
- ✓ Two (2) years of professional experience may be substituted for each year of college lacking.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.
- ✓ Must be eligible and acquire Airport Security Coordinator (ASC) designation within six (6) months of appointment.

Nature of Work:

This is responsible administrative and professional work assisting in the day-to-day airport operations designated by the Airport Director.

An employee in this class is responsible for coordinating all airport operational activities within airfield and landside environments, implementation of airport security policies (non law enforcement), management of irregular occurrences including emergency circumstances, and ensuring compliance with FAR 139 safety standards. This position supervises functions of the Airport Operations Center (AOC), including operations dispatch personnel. Operates with considerable independence, requiring the exercise of sound judgment and initiative. Work assignments and general direction are received from the Assistant Airport Director for Operations who evaluates performance through the review of work methods, procedures, and results. May be subject to emergency re-call as part of routine duties. An employee in this category is subject to participate in regularly scheduled shift work and unscheduled after hours work. Use of pager and/or cell phone is mandatory.

Examples of Work:

- Oversees the airport operations division with direct responsibility for operational related tasking, facility-wide.
- Acts as primary technical liaison with TSA security staff and FAA Certification officials.
- Manages security access control program to include airport identification system and access control equipment.
- Performs airside inspections in accordance with Federal Aviation Administration (FAA) requirements.

Airport Operations Duty Manager (Continued)

- Represents airport management in the absence of higher authority particularly in contacts with tenants, other agencies and the general public to ensure safe and efficient operation of the airport.
- Ensures compliance with federal, state, and local safety and security regulations pertaining to airport operations.
- Inspects airport facilities, periodically including runways, taxiways, ramps, perimeter barriers and buildings, records discrepancies and arranges for corrective action.
- Issues appropriate notices to airmen (NOTAMS) when hazards exist and initiates closure of all or parts of the airport, as necessary.
- Responds to aircraft accident/incident, security, and other emergency situations that occur on airport property; directs and coordinates related activities, implements emergency or security plan measures until relieved by proper authority.
- Observes airport tenants activity to ensure compliance with operational provisions of lease documents.
- Monitors ground transportation activities to include inspection and permitting of taxicabs and courtesy vehicles.
- Monitors and operates computer security control and information systems.
- Records information regarding aircraft charter, air taxi and other commercial activities to facilitate collection of charges and fees.
- Documents significant events and actions during shift, conducts surveys, prepares reports, and maintains records.
- Coordinates aircraft parking and gate assignments for diversions, emergencies and normal operation among tenants and other airport users.
- Prepares requests for equipment, supplies, and materials.
- Obtains figures and estimates in the preparation of the airport operations budget and makes budget recommendations for additional capital equipment and calculation of operating expenses.
- Responsible for initial and recurrent employee training of security procedures and airfield driving techniques via the Interactive Employee Training (IET) system.
- Enforces safety rules and other accident prevention measures.
- Maintains routine records, and prepares reports.
- Acts as liaison for other departments, organizations, and agencies.
- Ensures and enforces TSA requirements as outlined in the Airport Security Program.
- Reviews and updates the Airport Security Program.
- Reviews and updates the Airport Emergency Plan.
- Responsible for fulfillment and periodic revision of the Airport Certification Manual.
- Oversees implementation of airport ground transportation policies.

Airport Operations Duty Manager (Continued)

- Manages Airport Operations Center (AOC) activities including protocols and procedures.
- Supervises Airport Operations Dispatch personnel, ensuring quality of work performed and that goals of the unit are achieved.
- Prepares work schedules for Airport Operations Dispatch personnel.
- Implements safety plans and ensures compliance with FAA Advisory Circulars concerning operational safety during airfield construction.

Knowledge, Skills and Abilities:

- Considerable knowledge of Federal, State, and local laws and ordinances governing activities to include 14 CFR Parts 139 and 121; and 49 CFR Parts 1520, 1540, 1542, and 1544.
- Considerable knowledge of the occupational hazards of the types of work performed and of necessary safety precautions.
- General knowledge of the airport environment, activities, and regulations (federal, state, and local) and how each relates to the other.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain records and prepare reports.
- Ability to assess need for materials and equipment and make estimates of time and prepare requests.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships with associates, subordinates, and the general public.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with regard to surrounding hazards and circumstances.
- Ability to judge situations, make sound decisions objectively, authoritatively, and wisely.
- Ability to plan and organize programs, projects, assignments, and staff.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

Airport Operations Duty Manager (Continued)

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/05 tkw

Rev.: 7/17/09 tkw, 1/12/10 tkw, 9/17/13 tkw

Job Classification:
Job Code:

Airport Operations Lead Dispatcher
4068

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Four (4) years of relative dispatch and public safety contact/customer service experience transmitting information and/or dispatching using radio, or similar communication equipment.
- ✓ One (1) year of supervisory experience, and possession of State of Florida, Department of Health, Public Safety Telecommunicator Certification, or similar State/National Certification is preferred.

Or

- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must be able to meet and maintain requirements of Transportation Security Administration (TSA) security clearance.

Nature of Work:

This is professional and supervisory work in the field of Airport Operations. An employee in this lead position is responsible for managing subordinate dispatcher personnel, and is responsible for coordinating daily airport operational activities by processing and disseminating internal and external requests for service, monitoring automated facility systems, conduct aircraft gate management, and implement airport emergency protocols, through a centralized Airport Operations Center (AOC).

This lead position is responsible for planning and assigning daily work schedules and tasks, training and performance evaluations of subordinate staff, and oversee the standardization and update of all policies, procedures and protocols. Position also provides support to the Airport Badging Office for recordkeeping, security audits, fingerprinting, and Security Identification Display Area (SIDA) badge issuance. Position is categorized as essential, which requires responding to and/or working during emergency conditions at the airport.). Work assignments and general direction are received from an Airport Operations Duty Manager who evaluates performance through the review of work methods, procedures, and results.

Examples of Work:

- Position is responsible for preparing daily work schedules and coverage for personnel assigned to a particular shift for 24/7 coverage, dispatcher training, and conducting performance evaluations.

Airport Operations Lead Dispatcher (continued)

- Monitors and lends assistance on radio communications and phone calls to ensure that communications are properly handled and transmitted.
- Acts in the capacity as dispatcher, as required, receiving calls and dispatching appropriated units.
- Ensures dispatch personnel are properly trained to effectively answer the airport's main telephone lines, provide a high level of customer service, and routes calls to appropriate individuals and divisions.
- Ensures dispatch personnel are trained and proficient in the use and monitoring of multi-band radio consoles, closed circuit television system, security access systems, automated facility fire safety systems, emergency phones (elevator/parking facilities), weather warning equipment, and flight tracking software.
- Ensures dispatcher protocol execution and reporting procedures are standardized amongst dispatch personnel.
- Ensures dispatchers are trained to effectively communicate with airport operations, police, fire, maintenance, and administrative staff over radio frequencies dispatching task assignments, and utilizing the work order system to prioritize document service requests and create/disseminate work orders as required.
- Ensures dispatch personnel are trained and knowledgeable in emergency response protocols and notifications outlined in the Airport Emergency Plan.
- Position serves as the liaison with other agencies during emergencies or mutual aid circumstances.
- Position ensures active records of Notice to Airmen (NOTAMS), severe weather notifications, and all other airport-originated communications are maintained.
- Position communicates and coordinates Prior Permission Requests (PPR) with Operations personnel to approve transient military and charter aircraft requesting special needs.
- Position is responsible for the upkeep of training material, life safety and security system manuals, Airport Certification Manual, Airport Emergency Plan, Airport Security Program, and City Policy Guidance manuals.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Considerable knowledge of supervisory methods and techniques
- Thorough knowledge of computer systems and proficiency in operating computer software programs.
- Thorough knowledge of the Airport personnel functions, procedures, policies, and regulations.
- Skill in recognizing deficiencies and implementing corrective processes to existing policies and procedures for handling non-standardized situations.
- Skill in communicating clearly and concisely to present explanatory or interpretive information.

Airport Operations Lead Dispatcher (continued)

- Skill in establishing effective working relationships with other employees and airport tenants.
- Ability to plan, assign, supervise the work of subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to deal with difficult and complex situations.
- Ability to transcribe information from verbal communication and determine correct courses of action based upon pre-established procedures.
- Ability to communicate, interpret, and enter data into a computer terminal with accuracy and speed.
- Ability to perform multiple duties simultaneously including the monitoring of life safety, security and surveillance systems.
- Ability to prioritize and classify multiple requests for service calls.
- Ability to operate multiple communications equipment ensuring that radio transmissions are clear, concise, correct, well thought out.
- Ability to be professional, congenial, and friendly during public interactions.
- Knowledge of supervisory methods and techniques.
- Knowledge of Federal, State and Local regulations effecting the airport.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Job Classification:
Job Code:

**Airport Operations Officer
2031**

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with an Associate's Degree, preferably in aviation management, business administration, or a related field; and
- ✓ Four (4) years of relevant operational experience at a FAR 139 commercial service airport. One (1) year of education from an accredited college or university in a related aviation or business discipline can be substituted for each year of experience lacking.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.
- ✓ Must be eligible and acquire Airport Security Coordinator (ASC) designation within six (6) months of appointment.

Nature of Work:

This is responsible administrative and professional work assisting in the day-to-day airport operations designated by the Assistant Airport Director for Operations and Airport Operations Duty Manager.

Employees in this class are responsible for coordinating all airport operational activities within airfield and landside environments, implementing airport non-law enforcement security policies, managing irregular occurrences including emergency circumstances, and ensuring compliance with FAR 139 safety standards. Operates with considerable independence, requiring the exercise of sound judgment and initiative. Assignments are received from the Department Director or designee who evaluates performance through the review of work methods, procedures, and results. Is subject to mandatory on-call and emergency re-call as part of routine duties. An employee in this category is subject to participate in regularly scheduled shift work and unscheduled after hours work. Must be willing to work in a shift capacity covering 24/7 shift schedules that may rotate or adjust with little notice.

Examples of Work:

- Coordinates Airport Operations Center (AOC) activities, including protocols, procedures, security access control program to include airport identification system and access control equipment and information systems, when assigned.
- Ensures compliance with and enforces federal, state, and local safety and security regulations pertaining to airport operations.
- Responds to aircraft accident/incident and other emergency situations that occur on airport property; coordinates related activities, implements emergency or security plan measures until relieved by proper authority.

Airport Operations Officer (continued)

- Contributes in the development and revision of departmental policy manuals.
- Issues appropriate notices to airmen (NOTAMS) when hazards exist and initiates closure of all or parts of the airport, if necessary.
- Performs airside inspections in accordance with Federal Aviation Administration (FAA) requirements.
- Periodically inspects airport facilities, including runways, taxiways, ramps, perimeter barriers and buildings, records discrepancies and arranges for corrective action.
- Represents airport management in the absence of higher authority, particularly in contacts with tenants, other agencies and the general public to ensure safe and efficient operation of the airport.
- Reviews, updates, and enforces TSA requirements with assistance from law enforcement as outlined in the Airport Security Program and FAA certification requirements as outlined in the Airport Certification Manual and Airport Emergency Plan.
- Reviews and assists with updates to the Airport Security Program, Airport Emergency Plan, and Airport Certification Manual.
- Enforces safety rules and other accident prevention measures.
- Coordinates aircraft parking and gate assignments for diversions, emergencies and normal operation among tenants and other airport users.
- Monitors ground transportation and public parking activities and implements policies.
- Performs inspections of ground transportation vehicles.
- Maintains written log of significant events and actions during shift, conducts surveys, prepares reports, maintains records and performs other duties as may be assigned.
- Assists in development and implementation of security and safety related courses and ensures compliance with FAA Advisory Circulars concerning operational safety during airfield construction.
- Prepares requests for equipment, supplies, and materials.
- Acts as a liaison with other departments, organizations and agencies.

Knowledge, Skills and Abilities:

- Thorough knowledge of Airport personnel functions, procedures, policies, and regulations.
- Considerable knowledge of the occupational hazards of the types of work performed and of necessary airport safety precautions.
- Considerable knowledge of Federal, State and local laws and ordinances governing activities to include FAR Parts 139, 121, 49 CFR Parts 1520, 1540, 1542, and 1544 regulations, as well as FAA and TSA regulations, and certification standards.

Airport Operations Officer (continued)

- Considerable knowledge of computer systems and proficiency in operating Microsoft applications, such as Access (database), Excel (spreadsheet), Word (word processing), and PowerPoint (presentation skills).
- Knowledge of Airport specific methods, practices, and procedures used to comply with Airport Security Program (ASP) and federal security mandates.
- Knowledge of Airport environs including airfield, terminal/building locations, perimeter layout, and tenant locations.
- Skill in communicating clearly and concisely to present explanatory or interpretive information in the form of policies, procedures, guidelines, mandates, regulations, etc.
- Skill in establishing effective working relationships with other employees, organizations, and the general public.
- Skill in recognizing non-standard situations and preparing recommendations for problem resolution.
- Ability to transcribe information from verbal communication and determine correct courses of action based upon pre-established procedures.
- Ability to perform multiple duties simultaneously including the monitoring of security and surveillance systems.
- Ability to prioritize and classify multiple events and situations and act accordingly.
- Ability to operate multiple communications equipment ensuring that radio transmissions are clear, concise, correct, and well thought-out.
- Ability to assess situations, elicit pertinent information and make timely, accurate decisions in emergency and non-emergency situations.
- Ability to deal professionally, courteously, friendly, and tactfully but firmly when necessary, in all types of situations.
- Ability to understand new computer applications quickly.
- Ability to understand and carry out oral and written instructions, and to read and interpret sketches, diagrams, blueprints and charts.
- Ability to prepare oral and written reports and maintain simple records.
- Ability to analyze situations and circumstances to adopt quick, effective, and reasonable courses of action and to respond accordingly.
- Ability to operate and communicate on the airfield during routine and emergency situations.
- Ability to maintain awareness and alertness while performing routine duties.
- Ability to work with minimal supervision and the ability to work shifts and on-call and recall, during emergency and non-emergency situations.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform Airport Operations Officer (continued)

the essential functions of this job. Reasonable accommodations may be made to enable

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/1/00tmm

Rev.: 2/28/01tmm, 7/09/02 tk, 1/14/03 tk, 2/10/04 tkw, 6/10/08 tkw, 7/8/08 tkw, 9/30/10 tkw, 9/17/13 tkw

Job Classification:
Job Code:

Airport Properties Manager
1175

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's degree in the appropriate discipline, and:
- ✓ Three (3) years of pertinent experience, one (1) of which must have been in an administrative capacity.
- ✓ In certain positions, two (2) years of pertinent experience may be substituted for one (1) year of college or college beyond the Bachelor's degree may be substituted for experience on a two to one ratio. For example, a Master's degree in the appropriate field is equivalent to one year of experience.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is responsible administrative and professional work assisting the Airport Director in the day-to-day functioning of the department's properties development. Work is performed under the general direction of the Assistant Airport Director for Finance, but the position requires the application of considerable independent judgment and initiative in carrying out assignments to a successful conclusion. Work is evaluated through review of results attained.

Examples of Work:

- Responsible for property acquisition, homeowner/tenant relocations, lease negotiations and oversight.
- Responsible for construction/project planning within the development and oversight, to include preparation of "Requests for Proposals" and "Requests for Qualifications" and coordinates bidding process with Purchasing.
- Monitors renovations/rehabilitation and other construction projects within the development for compliance with Federal and State requirements.
- Prepares budget estimates; assists in controlling expenditures of the properties activity.
- Responsible for public relations activities associated with the development and assist with the public relations and marketing efforts of the Airport.
- Assists in the development and maintenance of division policies and procedures, rules and regulations. Implements policies and procedures approved by department director.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of pertinent theory, methods, procedures and skills.
- Airport Properties Manager (continued)

- Thorough knowledge of Federal, State and local laws and ordinances governing the activities of the department.
- Thorough knowledge of departmental rules and regulations.
- Thorough knowledge of city rules and regulations, policies and procedures.
- Ability to prepare clear and concise reports.
- Ability to exercise good judgment and make decisions.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear.

The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/08 tkw

Rev: 9/17/13 tkw

Job Classification:
Job Code:

Airport Traffic Officer
5603

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Must satisfy all requirements to acquire and maintain Transportation Security Administration (TSA) security clearance.

Nature of Work:

An employee in this class is responsible for assisting the public with traffic flow. Work is performed in accordance with Airport rules and regulations and may be required to work shifts. Work assignments are received from a superior officer who evaluates performance through the review of work methods, procedures, and results.

An employee in this class provides information and directions, directs traffic to the proper area of the Airport, oversees parking facilities and writes traffic citations for parking violations.

Examples of Work:

- Responds to customer's requests and questions.
- Assists customers in complying with parking regulations.
- Writes traffic citations for parking violations.
- Relieves sworn officers of non-police duties within the Airport properties.
- May be required to drive automotive equipment.

Knowledge, Skills and Abilities:

- Ability to understand and comply with departmental policies, rules, and regulations.
- Ability to learn first aid methods.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and comprehensive reports.
- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to express oneself clearly and concisely.
- Ability to organize and interpret data and write reports.
- Ability to learn pertinent Federal and State laws and City ordinances.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.10/1/00tmm

Rev.: 2/28/01tmm, 7/09/02 tk, 2/10/04 tkw, 9/17/13 tkw

Job Classification:
Job Code:

Assistant Airport Director for Finance
1068

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration, aviation management, finance accounting or related field, and
- ✓ Ten (10) years of finance or financial management experience, three (3) of which must have been in a supervisory capacity.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is professional and administrative work as the principal staff assistant to the Airport Director.

An employee in this class is responsible for the administration of finance, planning and development, and construction activities at the Pensacola International Airport. Independent judgment and initiative are required. Employee supervises professional, technical, and clerical employees in a variety of projects. Work is assigned and evaluated by the Airport Director.

Examples of Work:

- Plans, organizes, coordinates and supervises the work of subordinate employees.
- Responsible for preparation of the annual budget for the Department and coordinates submission of budget to the Airport Director.
- Oversees lease/tenant contracting activity, all Airport service agreements, and construction/project planning.
- Manages Airport finances and accounting reporting. Responsible for compliance with Federal and state reporting requirements.
- Oversees Airport's debt service and related compliance requirements.
- Responsible for coordination of FEMA, FAA, and State Insurance funding of Airport's disaster recovery.
- Manages Federal and State grants, PFCs, CFCs and associated reporting and record keeping requirements.
- Assists other members in the department with complex personnel matters.
- Formulates policies and regulations in consultation with subordinate supervisory employees, and with the concurrence of the department director.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.

Assistant Airport Director for Finance (continued)

- Responsible for rates and charges analyses.
- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of department rules and regulations.
- Knowledge of federal and state grants, CFC programs, DBE programs, and PFC programs.
- Ability to gather, correlate and analyze facts and devise solutions.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/1/02 tk

Rev.: 2/10/04 tkw, 2/20/07 tkw, 7/18/12 tkw, 9/13/17 tkw, 2/26/15 rpr

Job Classification: **Assistant Airport Director for Planning and Engineering**

Job Code: **1282**

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a bachelor's degree in engineering, construction, planning, architecture, construction management, or related field.
- ✓ Seven (7) years of responsible supervisory experience in administering on and off airport capital improvement projects, FAA regulations, design, and construction administration.

Or

- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources. Licensed Architects or Registration as a Professional Engineer by the State of Florida will be given due consideration.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Ability to achieve AAAE Certified Member (CM) within 12 months of hire.
- ✓ Ability to successfully pass an extensive background investigation.

Nature of Work:

This is a highly professional and administrative work serving as a principal staff assistant to the Airport Director for the City of Pensacola. May act as Airport Director in the absence of the Airport Director.

The Assistant Director for Planning and Engineering is responsible for assisting the Airport Director in organizing, directing, and coordinating project activities of the Pensacola International Airport. Independent judgment and initiative are required. Work is assigned and evaluated by the Airport Director.

Examples of Work:

- Plans, organizes, coordinates, and supervises the work of subordinate employees.
- Contract oversight for multi-discipline projects in preparing and/or reviewing feasibility studies, cost estimates, plans, specifications, and contract documents for civil, electrical, mechanical, structural, and architectural aspects of construction projects for the Airport.
- Monitors the performance of consultants and contractors hired to study, design and build airport facilities.

Assistant Airport Director for Planning and Engineering (continued)

- Reviews all airport design and construction projects coordinated by contracted consultants.
- Ensures project conformance to conceptual design, engineering principles and technical requirements.
- Reviews requests for proposals, negotiates contractual terms of projects between consultants and City.
- Ensures that all capital projects conform to time schedule, cost estimates and Airport construction standards.
- Coordinates all Airport project activities with requisite internal and external counterparts.
- Coordinates, enforces and oversees project Construction Safety and Phasing Plans (CSPP's) execution for all projects.
- Oversees on-site tenant construction and renovation work while in progress and upon completion to ensure adherence to Airport and City engineering standards.
- Collaborates with Airport stakeholders, various governmental agencies, and internal City departments to achieve the Pensacola International Airports' capital program improvements.
- Assists with the preparation of items for action at City Council meetings and may be required to deliver presentations to Council.
- Acts as a liaison with the FAA, TSA, other Federal, State and local agencies.
- Performs other duties as assigned by the Airport Director.

Knowledge, Skills and Abilities:

- Knowledge of aviation administrative and management procedures.
- Knowledge of FAR Part 139 and 49 CFR part 1540 and 1542.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Knowledge of master planning and airport development strategies.
- Ability to lead, manage and supervise the work of others.
- Ability to plan, assign and evaluate the work of professional, technical, and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability to establish and maintain effective working relationships with associates and the public.

Assistant Airport Director for Planning and Engineering (continued)

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 01/08/2021

Job Classification: **Assistant Airport Director for Strategy & Development**

Job Code: **1284**

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a bachelor's degree in Public Affairs, Communications, Planning, Marketing or related field.
- ✓ Three (3) years of professional practical experience associated with the aviation, travel/tourism. Hospitality or economic development industry, preferably with sales and marketing experience within these industries.

Or

- ✓ Any combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ Ability to pass and maintain a Department of Homeland Security/TSA background check, as well as a Criminal History Records Check to be eligible to obtain and keep an Airport ID Badge.

Nature of Work:

This is a highly professional and administrative work serving as a principal staff assistant to the Airport Director for the City of Pensacola. This position reports directly to the Airport Director.

The Assistant Airport Director for Strategy and Development assists the Airport Director in the strategic planning as well as day-to-day air service development and marketing of the Pensacola International Airport. The primary role of this incumbent is to serve as the lead in identification of opportunities for air service expansion; to evaluate and craft the customer experience strategy; to define and implement a marketing strategy that integrates with and supports the short- and long-term strategic plans of the Airport; and to utilize existing relationships to identify funding opportunities and partnerships to support airport growth and the strategic goals of the airport. Independent judgment and initiative are required. Work is assigned and evaluated by the Airport Director.

Assistant Airport Director for Strategy and Development (continued)

Examples of Work:

- Employs various integrations planning tools and techniques to develop vision, goals, projected outcomes, and timelines required to implement and measure performance.
- Provides data-based reports to reflect overall airport performance and growth; and marketing and customer experience performance.
- Communicates with airlines at all levels related to existing and potential air service routes.
- Seeks to identify best use of airport facilities and operations in support of objectives and needs of the airlines.
- Understands the airline business case for new routes and develop marketing and air service strategies to ensure new routes are successful.
- Utilizes partnerships to market airport and routes/prepare incentive packages for airlines/ensure community business and tourism needs are met through airline service at Pensacola International Airport and seeks stakeholder partnerships in support of Planning and Engineering.
- Identifies opportunities that synergistically support air service development, capital projects planning, viable funding opportunities, and integrated implementation strategies.
- Serve as primary contact for media inquiries, interviews and news coverage for the airport and align media strategy with airport and City policies.
- Performs other duties as assigned by the Airport Director.

Knowledge, Skills and Abilities:

- Knowledge of statistics, analysis, and best methods for presentation of data.
- Very basic knowledge of the aviation environment.
- Knowledge of process improvement and analytic tools.
- Knowledge of principles and practices of aviation market research and trade analysis.
- Knowledge of the various airline industry models (such as network carrier, low cost carrier, travel company, etc.) as needed to gain a competitive advantage and provide a comprehensive data architecture for both airline passenger and air freight services.
- Knowledge of the impact of change between the airline industry models and air service development at airports.
- Knowledge of Federal air carrier incentive regulations as needed to comply with industry mandates/regulations.
- Knowledge of Federal grant programs for air service development as needed to comply with grant provisions to help secure funding for airport projects and programs.

Assistant Airport Director for Strategy and Development (continued)

- Knowledge of marketing principles and practices.
- Knowledge of public sector (i.e., state, city, or county) environment is very helpful.
- Skilled in the operation of a standard computer including demonstrated competence with Microsoft Office applications necessary to prepare reports, correspondence and promotional material.
- Ability to establish and maintain community/business outreach initiatives to support commercial passenger and cargo business development.
- Ability to prepare clear, concise correspondence and written reports from market research data using formal business terminology and proper grammar and sentence construction.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to exercise good judgment and make decisions in order to ensure that priorities are maintained and projects are completed accurately and on time.
- Ability to establish and maintain effective working relationships with associates, Tenants, contractors, clients, and the general public

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Job Classification:
Job Code:

Deputy Airport Director
1281

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in aviation management, airport management, business administration, public administration, finance or a closely related field and;
- ✓ Seven (7) years of pertinent experience, three (3) of which must have been a in supervisory capacity and two (2) of which must have been at a FAR 139 air carrier airport in a management/supervisory capacity.

Or

- ✓ Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- ✓ AAEE Certified Member or Accredited Airport Executive designation.

Nature of Work:

This is a highly professional and administrative work serving as a principal staff assistant to the Airport Director for the City of Pensacola. Acts as Airport Director in the absence of the Airport Director.

The Deputy Director is responsible for assisting the Airport Director in organizing, directing, and coordinating the activities of Pensacola International Airport. Independent judgment and initiative are required. Work is assigned and evaluated by the Airport Director.

Examples of Work:

- Assist with planning, organizing, coordinating and directing the procedures of all elements of Airport operations including finance, leasing procedures, purchasing, airport safety regulations, terminal operations, facilities maintenance, etc.
- Assists with planning, organizing, reviewing and participating in major economic development and business attraction and retention projects with the Pensacola International Airport and the City of Pensacola.
- Assists with the selection of personnel for the department, participates in the training and development of personnel, and interacts with other senior management personnel for various personnel matters (i.e., disciplinary action, etc.).
- Assists with inspecting and surveying airport facilities and coordinating plans for major construction, maintenance and repair with consulting engineers, architects, contractors and FAA, including major work on runways, taxiways, lighting terminal and other building facilities.

Deputy Airport Director (cont'd)

- Assists with managing emergency situations.
- Assists with the development and implementation of strategies to support the retention and expansion of air services at Pensacola International Airport.
- Assists with the management of the Pensacola International Airport real estate portfolio to assure full and effective utilization.
- Assists with the development and administration of the annual budget for the Pensacola International Airport.
- Assists with the direction and coordination of renovation and construction of airport facilities.
- Assists with the coordination of airport operations with air carriers, fixed base operators, and other airport users.
- Assists with the negotiation and preparation of contracts, leases, and agreements.
- Formulates policies and procedures in consultation of other supervisory employees, and with the concurrence of the Airport Director.
- Assists with the periodic inspection of the facility to assess operation and determine needs.
- Prepares and maintains technical and administrative operating records and reports.
- Assists with the preparation of items for action at City Council meetings, and may be required to deliver presentations to Council.
- Acts as a liaison with the FAA, TSA and other Federal, State, local and other agencies.
- Performs other duties as assigned by the Airport Director.

Knowledge, Skills and Abilities:

- Knowledge of aviation administrative and management procedures.
- Knowledge of FAR Part 139 and 49 CFR part 1540 and 1542.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of modern management techniques and methods.
- Knowledge of master planning and airport development strategies.
- Knowledge of air service development.
- Ability to lead, manage and supervise the work of others.
- Ability to plan, assign and evaluate the work of professional, technical and clerical subordinates.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to speak and write effectively.
- Ability to prepare clear, concise and comprehensive reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

Deputy Airport Director (continued)

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 5/08/2019

Job Classification:
Job Code:

HVAC Technician II
4077

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Completion of a HVAC vocational/technical or equivalent program; and five (5) years of commercial/industrial heating, ventilation, and air conditioning experience. Pertinent experience can be substituted for training/education on a one year for one year-basis.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated.
- ✓ Possession of Universal Freon/Refrigerant certification and any additional certification, license, or training required by law or regulation to complete assigned tasks.
- ✓ Must be able to pass and maintain security clearance as required.

Nature of Work:

This is skilled to advanced-skilled Heating, Ventilation, and Air Conditioning (HVAC) work in the construction, maintenance, and repair of assigned systems, structures, and equipment. This employee has considerable latitude to use discretion in establishing work priorities, schedules, and related assignments. The employee will exercise independent judgment in carrying out assignments. An employee in this class is responsible for planning, assigning, supervising, and evaluating the work of employees. An employee in this position may be scheduled to routinely work shifts that included evenings or other non-standard business hours and may be subject to emergency re-calls.

Examples of Work:

- Performs preventive, routine and complex construction, maintenance and repairs on structures, facilities, and equipment in the HVAC trade.
- Reads blueprints, diagrams, specifications and manuals in preparation and performance of tasks.
- Ensures all work performed adheres to established safety standards, building codes and regulations, and engineering standards.
- Maintains, services, and repairs small appliances, high –pressure equipment and low pressure equipment.
- Computes necessary calculations (i.e. measuring angles and distances, calculating square footage).
- Operates a variety of specialized tools (i.e. diagnostic instruments, meters, gauges, etc.).
- Maintains and ensures the safe operating condition of assigned equipment and tools.
- Performs various record maintenance duties where applicable.

HVAC Technician II (continued)

- Recognizes and reports any deterioration, repair needs, and/or maintenance needs to supervisor.
- Keeps records of work performed.
- Assigns and monitors tasks completed by subordinate employees.
- Assists with the planning and coordination of complex tasks.

Knowledge, Skills and Abilities:

- Knowledge of the principles, methods, and practices used in the specific area of operations.
- Knowledge of complex test equipment used in troubleshooting HVAC equipment.
- Knowledge of Federal, State, and other regulatory agency rules effecting the operation.
- Knowledge of various HVAC systems to include low, medium, high and very high pressure systems.
- Skilled in the use of hand and power tools.
- Ability to work on low, medium, high and very high pressure equipment.
- Ability to plan, assign, and effectively supervise work of employees.
- Ability to establish and maintain clear and concise records.
- Ability to interpret and explain City policies and departmental procedures to employees.
- Ability to estimate amounts of material and equipment required for a project.
- Ability to read and understand blueprints, diagrams, specifications and manuals.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is regularly required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds.

HVAC Technician II (continued)

Work Environment:

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and has a risk of electrical shock. The noise level in the work environment may be loud.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est. 10/1/01tmm

Rev. 10/13/03 tw, 2/10/04 tkw, 9/19/13 tkw, 10/20/15 rpr

Job Classification:
Job Code:

Office Assistant
3013

Minimum Preparation for Work:

- ✓ Graduation from high school or equivalent; and
- ✓ Two (2) years of experience in providing clerical support to management.
- ✓ Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is entry level clerical work in the completion of daily office administrative tasks.

An employee in this class performs a variety of standardized and routine work and complexity. Work involves the application of independent judgment on the basis of knowledge of the activities, practices, procedures, and policies of the department/division. Work is performed under the general direction of a senior administrative official. Work is evaluated through the review of results attained.

Examples of Work:

- Assists in supporting a functional area of a large department/division through the completion of various clerical tasks which may include processing incoming mail, maintaining spreadsheets and databases, running reports, and maintaining files.
- Processes items in financial services management system such as payroll, tuition reimbursements, and/or other financial related functions.
- Reconciles accounts in relation to accounts payables, accounts receivables and other entries and/or actions impacting department/divisions' budget.
- Coordinates and maintains calendars to include events and/or meetings as needed to assists in the scheduling of individuals, reserving meeting spaces, and other related tasks associated with meeting preparation and planning.
- Processes invoices to include making payments and storing records either electronically or hard copy.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of basic clerical support activities such as data entry, sorting mail, maintaining files as needed to assist in the day to day activities of assigned functional area.

Office Assistant (continued)

- Knowledge of scheduling and record keeping practices, and procedures as needed to maintain files, coordinate calendars, and complete various clerical tasks.
- Knowledge of Federal, State, and City laws, rules, regulations, and policies as needed to ensure compliance with established mandates associated with assigned functional area.
- Ability to be detailed in completion of job tasks as needed to ensure the integrity of information and allow for accurate data to be provided to management for consideration and effective decision making.
- Ability to perform complex mathematical computations such as percentages, fractions, exponents, and rounding with speed and accuracy as needed to ensure the integrity of data.
- Ability to organize and interpret data and write reports in various formats such as spreadsheets, charts, PowerPoint presentations and other instruments as needed to present information related to assigned functional area(s).
- Ability to operate office equipment associated with assigned functions function.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below 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.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Est.: 10/01/2019