

SARASOTA MANATEE AIRPORT AUTHORITY

JOB OPPORTUNITY ANNOUNCEMENT



COMMUNICATIONS SPECIALIST, PART-TIME OPERATIONS

Starting Salary Range: \$16.61 - \$19.10/hour
Salary Range: \$16.61 - \$24.91/hour
Part-Time, Non-Exempt
Schedule: Variable, under 29/hrs. per week

Posting Date: 2/28/23
Closing Date: Open Until Filled

Under direct supervision, performs a variety of emergency and non-emergency communications functions and monitors essential safety and police equipment.

MINIMUM QUALIFICATIONS: High School Diploma or GED.

PREFERRED QUALIFICATIONS: One-year experience in aviation, police, fire or other emergency communications; NCIC certification, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.flysrq.com; or, calling 941-359-2770 ext. 4212.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@flysrq.com.
Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 6020
Date Approved: 12/22
Grade: 25

JOB TITLE: Communications Specialist, Part-Time
REPORTS TO: Manager, Airport Operations
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under direct supervision, performs a variety of emergency and non-emergency communications functions and monitors essential safety and police equipment.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Answers emergency and non-emergency calls. Obtains pertinent information and refers caller to appropriate personnel.

Monitors and controls Airport police system, including sophisticated computer access control equipment and security cameras, scanning Airport areas for safety or security violations. Reports any violations or unusual activity to police or operations personnel.

Coordinates radio communication from multiple departments. Transmits orders and receives messages from internal departments and outside agencies. Determines correct established procedure of action, priority, and which personnel to dispatch by maintaining knowledge of available units as well as emergency alert and disaster procedures.

Dispatches appropriate personnel and confirms police have arrived at their assigned zones. If directed, contacts outside agencies to request additional assistance.

Conducts daily checks on fire and police radios and other safety and security equipment as determined by established procedures.

Pages requested people; answers courtesy phones and provides information on a limited basis to the public.

Maintains current knowledge of all airport runways, terminals, thoroughfares, access routes, and areas closed for construction or repair.

Assists Police Department with obtaining information regarding stolen vehicles, articles, wanted and missing persons.

Other Job Responsibilities:

Updates flight information / assists in assigning aircraft gate use in Aerocloud

Checks status of CCTV system cameras and reports discrepancies.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computers, Communications Equipment, Office Equipment, Fire Protection System, Access Control System, Closed Circuit Television System, Paging System, Flight Information Display System, Active Disturbance System.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or G.E.D.

One year experience in aviation, police, fire, or other emergency communications, **preferred**.

Licenses and Certifications:

NCIC/CJIS certification within **6 months; required**.

Completion of the National Incident Management System (NIMS) Courses ICS-100: Introduction to the Incident Command System and ICS 700: National Incident Management System, within **6 months; required**

Knowledge, Skills, and Abilities:

Knowledge of police, fire, emergency medical, and maintenance dispatch procedures.

Knowledge of telephone and radio operating requirements and techniques.

Knowledge of airport security and communications rules, regulations, and methods of operations, **preferred**.

Knowledge of runway, terminal, security, and communications systems, **preferred**.

Ability to orally communicate clearly and effectively in emergency or non-emergency situations.

Ability to take quick and accurate action under all types of operating conditions.

Ability to deal courteously and respectfully with the public.

Ability to maintain accurate records.

Ability to remain calm and courteous during non-routine situations.

Ability to use a computer keyboard, mouse, and Windows® based application software.

Ability to communicate clearly and effectively in writing.

Ability to multi-task.

Physical Requirements:

The Communications Specialist must have the ability to use a computer keyboard, mouse, and Windows based application software and to orally communicate clearly and effectively in emergency or non-emergency situations. Individual must be able to handle many tasks at once. Work schedules vary and the Communications Specialist must be available to workday / night shifts, may be assigned overtime to fill a shift as needed.

Mental Requirements:

A Communications Specialist must have the ability to take quick and accurate action under all types of operating conditions. The Communications Specialist must have the ability to remain calm and courteous during all situations. The Communications Specialist must have the ability to orally communicate clearly and effectively in emergency or non-emergency situations.

Environmental Requirements:

The Communications Specialist works in a communications area with monitors, phones, microphones, pagers, computers, and radios. This individual must be capable of handling many tasks at once. The Communications Specialist is required to be available to workday and night shifts.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Communications Specialist if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Communications Specialist and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLE ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**



Physical/Mental Requirements

Job Title: Communications Specialist

Job Code: 6020

Date: 10/19

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting				X
1-10 lbs.				X
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying				X
Reaching			X	
Climbing				X
Driving				X
Written Communication		X		
Oral Communication	X			
Reading		X		
Hand Dexterity	X			
Reasoning	X			
Decision Making		X		
Analyzing	X			
Sensory	X			
Sight	X			
Noise Exposure				X

The mental and physical aspects shown with an "X" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.

SARASOTA MANATEE AIRPORT AUTHORITY



SUMMARY OF BENEFITS Part Time Employees

Employer Paid Benefits:		Waiting Period
Sick-Time		90 days
Vacation Time		6 months
Floating Holidays		6 months
National Holidays		Immediate
Employee Assistance Program		Immediate
Special Discount Programs (Varies)		Immediate
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)		Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)		90 days