

# SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



## BAGGAGE HANDLING SYSTEM TECHNICIAN *Continuous Recruitment* FULL-TIME & SUBSTITUTES FACILITIES

**Salary Grade Range: \$31,335 - \$47,003**  
**Full Time, Non-Exempt**

**Posting Date: 5/12/2023**  
**Closing Date: Continuous Recruitment**

Under direct supervision, performs general labor and maintenance necessary to maintain airport conveyor system and process baggage. Performs manual labor for a variety of baggage marshalling and conveyor maintenance functions. These positions are to facilitate SRQ's Baggage Handling System Project. We anticipate that the project will last approximately two (2) years.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED.

**PREFERRED QUALIFICATIONS:** Two years' experience working in a maintenance department. Valid Florida driver's license or obtain within (30) days of assuming position and have a good driving record.

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### **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](http://www.flysrq.com); or, calling 941-359-2770 ext. 4766.  
  
Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024. 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 test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 5070  
Date Approved: 1/23  
Grade: 23

**JOB TITLE:** Baggage Handling System Technician  
**REPORTS TO:** Facilities Supervisor  
**DEPARTMENT:** Facilities  
**FLSA STATUS:** Non-Exempt

**JOB SUMMARY**

Under direct supervision, performs general labor and maintenance necessary to maintain airport conveyor system and process baggage. Performs manual labor for a variety of baggage marshalling and conveyor maintenance functions. These positions are to facilitate SRQ's Baggage Handling System Project. We anticipate that the project will last approximately two (2) years.

**JOB RESPONSIBILITIES**

**Essential Job Responsibilities:**

Performs general baggage marshalling work including, but not limited to, bag staging, sorting, carrying, and placing. Assist in preventing Baggage jams in the conveyor system by various means. Clear jams to restore the operation of the conveyor system.

Repairs and performs light preventive maintenance, such as greasing and adjustments, as directed, on baggage conveyor systems and keeps baggage conveyor tunnels, baggage inspection rooms and carousel areas clean.

Inspects all areas around and related to conveyor systems for any safety issues. Issues are relayed to Facilities supervision.

**Other Related Responsibilities:**

Although primarily assigned to baggage, conveyor and conveyor related functions, the individual may be asked to cross-train with and assists other Facilities/SMAA personnel on an as needed basis.

### **MATERIALS AND EQUIPMENT USED**

Hammer, screwdrivers, paint brush, saws, wrenches, grease guns, cleaning supplies, brooms, vacuum cleaners, radios, and phones.

### **QUALIFICATIONS REQUIRED**

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

#### **Education and Experience:**

High School Diploma or GED or currently enrolled in High School.

#### **Licenses and Certifications:**

Valid Florida License or must obtain within (30) days of assuming position and a good driving record, **preferred**.

#### **Knowledge, Skills, and Abilities:**

Knowledge of principles, practices, and methods of basic maintenance.

Knowledge of potential safety hazards and related safety precautions.

Skill in the use of, or ability to learn the use of hand and power tools.

Ability to perform routine and physical work.

Ability to understand and interpret oral and written instructions.

Ability to develop and maintain effective working relationships with superiors, fellow employees, tenants and the public.

Must present tidy, professional appearance.

Ability to read and comprehend plans and specifications, **preferred**.

#### **Physical Requirements:**

The Baggage Handling System Technician must be physically fit in order to perform manual labor. Physical work is performed both outside and indoors in all weather conditions for extended periods of time. Day and night shift work schedules are required. Shift work will include weekends and holidays.

#### **Mental Requirements:**

A Baggage Handling System Technician will work in a busy, changing environment that requires focus to maintain a high standard of quality and safety. Accordingly, individual must be able to work with and understand instructions from various people and change work direction quickly.

**Environmental Requirements:**

The majority of a Baggage Handling System Technician shift is spent working in a hands-on capacity on a variety of baggage and baggage conveyor systems. Physical work is continuous. Day and night shift work schedules are required. Shift work will include weekends and holidays.

**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 Baggage Handling System Technician 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 Baggage Handling System Technician and is subject to change at the discretion of the Airport Authority.



### Physical/Mental Requirements

Job Title: Baggage Handling System Technician

Job Code: 5070

Date: 04/21

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 Full Time Employees

Employer Paid Benefits:		Waiting Period
<b>Employee &amp; Dependent Medical Insurance</b> SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period	
<b>Employee &amp; Dependent Dental Insurance</b> SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period	
<b>Employee &amp; Dependent Life Insurance</b> (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period	
<b>Travel Insurance</b>	Immediate	
<b>Employee Assistance Program</b>	Immediate	
<b>Short-Term Disability</b> (100% paid by SMAA)	1 year	
<b>Sick-Time</b>	90 days	
<b>Vacation Leave</b>	6 months	
<b>Retirement Plan</b> (A 401 plan administered by the Principal Financial Group)	6 months	
<b>Reimbursement for Continuing Education</b>	6 months	
<b>Floating Holidays</b>	6 months	
<b>National Holidays</b>	Immediate	
<b>Special Discount Programs (Varies)</b>	Immediate	
Voluntary/Optional Benefits:		Waiting Period
<b>Pre-Paid Legal Plan</b> (Voluntary – payroll deduction)	Immediate	
<b>Deferred Compensation Plan</b> (Voluntary – payroll deduction)	90 days	
<b>Group Term Life, Supplemental Medical, and Long Term Disability Insurance</b> (Voluntary – payroll deduction)	90 days	

**SARASOTA MANATEE AIRPORT AUTHORITY**

<b>SUMMARY OF BENEFITS</b> Substitute Employees	
<b>Special Discount Programs (Varies)</b>	Immediate
Voluntary/Optional Benefits:	Waiting Period
<b>Employee Assistance Program</b>	Immediate