

Administrators (7.5)

Network Administrator (1.5)

Under limited supervision, assists management with administering and troubleshooting systems and software on primarily Windows-based workstations and servers. Provides capacity planning, scheduling, monitoring, problem and configuration management, equipment controls and maintenance, replacement strategies, and operations documentation. Will involve establishing and working in a network operations center with firewalls, routing, network monitoring, and wireless technology deployments. Maintains and assures integrity of Information Technology infrastructure and fiber backbone. Primary focus will be on network components, security, firewalls, internet connectivity, bandwidth issues and other network related concerns, especially those related to airport systems (e.g., EVIDS, FIDS, EASE, CUTE-Common Use Terminal Equipment, CUPPS- Common Use Passenger Processing Systems, etc.) Provides support during regularly scheduled hours and, if necessary, “after-hours” for the Airport Authority and Airport tenants as needed.

System Administrator (2)

Under limited supervision, assists management with administering and troubleshooting systems and software on workstations and servers. Plans, organizes, and coordinates the application support for multiple applications. Coordinates the interaction between users of computer applications, the Information Systems Department and related vendor support personnel. Is responsible for implementation of assigned new applications and ongoing enhancements. Assesses business needs, recommends, and implements information technologies through research, analysis, and benchmarking to provide system solutions which meet customer needs and SMAA strategic goals. Consults with and assists users in making the most effective use of computer applications through training, testing, system monitoring, and problem resolution. Competent to work in all phases of application system analysis and project activities. Complies with corporate and departmental policies and procedures. Provides support during regularly scheduled hours and, if necessary, “after-hours” for the Airport Authority and Airport tenants as needed.

Finance Administrator (1)

Under limited supervision, provides technical support for the accounting department, reviews accounting department transactions, tracks fixed assets and grant expenditures, maintains grant documentation, prepares a variety of government filings, returns and specialty reports. In addition, reviews and is backup for bi-weekly payroll.

Marketing & Community Relations Administrator (1)

Under limited supervision of the Executive Vice President, Chief of Staff, coordinates, organizes, and oversees a variety of marketing and community relations programs. Responsible for the creation and execution of all marketing, branding, advertising, and promotional strategies in support of the airport. Assists in the coordination and implementation of programs, initiatives, and activities designed to promote the expansion of air service. Supervises and coordinates the Airport Ambassador program including recruitment, training, and shift scheduling. Performs a variety of responsible, complex, and comprehensive duties.

Payroll & Benefits Administrator (1)

This position is responsible for bi-weekly payroll processing, employee benefit administration, record management, and recruitment support. The Payroll Administrator supports other human resource functions, programs and initiatives including, but not limited to, employee recognition, compensation, performance management, policies and procedure development, and compliance with state and federal regulations and legislation.

Properties/Advertising Administrator (1)

Under supervision of the Director, Property and Legal Affairs, plans, administers, and implements the Airport Authority's advertising program. Also assists with leasing of Authority owned property to maximize revenue. Assists with T-Hangar leasing responsibilities and job duties of Property Leasing Assistant at University Self Storage as assigned.

Assistants (10)

Administrative Assistant – Operations, ARFF and Marketing/Public Relations (1)

Under limited supervision, provides administrative support to the Executive Vice President, Chief of Staff, the Operations, ARFF, Marketing & Public Relations Departments.

Administrative Assistant (1.5)

Under general supervision of the Senior Vice President, Vice President, Director, manager, the Executive Assistant, or designated personnel, performs a variety of responsible, complex, and administrative duties for the assigned Airport Authority department.

Assistant Buyer (1)

Under the general supervision of the Director, Purchasing, this position performs a variety of duties in centralized purchasing, and inventory control management by assisting in purchasing goods and services and performing warehouse functions for the Airport Authority in accordance with accepted procurement practices and procedures. The Director, Purchasing will review projects at various levels of completion.

Engineering Assistant (3)

Under general supervision, provides assistance with the coordination of engineering projects to include observing daily construction activities, reviewing contractor's pay applications and change orders, escorting contractors and consultants within airport secured areas, assuring construction standards are followed, assuring environmental regulation compliance from Airport tenants, conducting monthly inspections of Airport storm water facilities, and general assistance with project management of airport design and construction projects.

Executive Assistant (0.5)

Under limited supervision, provides administrative support to the President, Chief Executive Officer, and the Sarasota Manatee Airport Authority (SMAA) Commissioners. Deals with highly confidential material, is the keeper of Board's legal files, minutes and records and exercises independent judgment in a range of office-related matters.

Police Assistant (1)

Under general supervision of the Police Captain or designated personnel, performs a variety of responsible, administrative police-related duties for the Police Department.

Property Leasing Assistant (1)

Under general supervision of the Property Leasing Manager, coordinates, interacts and monitors SMAA owned storage units, T-Hangars, and contractual relationships by assisting with lease compliance and performs maintenance on storage units and T-Hangars (i.e. cleaning, painting and repairs). Supports Manager in administrative responsibilities.

Records Retention Assistant (1)

Under general supervision, while coordinating with other Airport Authority department personnel, assists in maintaining the Airport Authority's Records Management System to include scanning, filing, preserving, retrieving, and disposing of public records in accordance with state and federal statutes.

Baggage Handling System Technicians (8)

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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.

Buyer (1)

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This is a professional non-supervisory position under the general supervision of the Director, Purchasing requiring the incumbent to possess a high level of independent thinking to procure goods and services for the Airport Authority in accordance with accepted procurement practices and procedures. The Director,

CAD and GIS Systems Operator (1)

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Operates and maintain CADD and GIS Systems and assists in coordination of planning, engineering, and construction projects.

CAD and Graphic Design Technician (1)

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Under limited supervision produces civil, architectural, and electrical documents in support of airport projects. Performs skilled design and sign making functions using high tech AutoCAD and graphics design systems.

Captains (4)

Fire Captains (3)

Under the limited supervision of the Fire Chief, is responsible for overseeing and coordinating the daily fire protection services for an assigned shift necessary to ensure individual safety on the Airport premises, twenty-four hours per day, in accordance with Federal, State, Local and Airport Authority regulations, policies, directives or applicable criteria.

Police Captain (1)

Under limited supervision of the Police Chief, serves as a uniformed law enforcement commander responsible for overseeing and coordinating the daily activities of police personnel in accordance with established procedures and applicable federal, state, and local laws, TSA and FAA regulations, and airport policies.

Chiefs (2)

Fire Chief (1)

Under the direct supervision of the Fire Captain, primarily performs aircraft rescue and firefighting duties, first responder EMT duties, and building fire and rescue response to include general fire protection and fire suppression/prevention functions.

Police Chief (1)

Under delegated supervision, as a department manager, is responsible for maintaining the services necessary to ensure the security of individuals on Airport premises, twenty-four hours a day, in accordance with federal, state, and local laws, TSA and FAA regulations, and Airport policies.

Coordinators (6)

Operations Security Coordinator (2)

Under general supervision coordinates operational policies with respect to badging and fingerprinting.

Project Coordinator (1)

Under general supervision of the Project Manager, Engineering performs a variety of responsible and complex administrative duties to coordinate and track capital projects. Duties include, but are not limited to, advertising for professional and contract services, processing grant applications, and maintaining project files. Provides administrative support to the Project Manager, Engineering, and administrative assistance to department staff.

Real Estate Development and Properties Coordinator (1)

Responsible for assisting in the management of airport rental buildings, terminal tenants, concessions, parking areas, ground transportation, and the development, execution, and monitoring of all lease administration. This position will assist the Senior V.P., Real Estate Development and Properties in marketing and developing airport lands for the SMAA. The work requires an understanding and application of Real Estate, Property Administration, Marketing, Budgeting and Airport procedures, practices, and standards.

Records Retention Coordinator/Assistant Internal Auditor (1)

Under general supervision, while coordinating with other Airport Authority department personnel, maintains the Airport Authority's Records Management System to include filing, preserving, retrieving, and disposing of public records in accordance with state and federal statutes. Assists the Director, Internal Audit and Civil Rights Compliance Officer in field work and preparation of audit reports.

Human Resources Coordinator (1)

Under general supervision, coordinates Human Resources functions by providing technical and administrative support with recruitment, new hire processing, employment verification, maintenance of personnel files, benefits administration, payroll/personnel system, and other human resources related functions.

Directors (5)

Senior Director of Internal Audit, Risk Management and Civil Rights Compliance (1)

Under delegated supervision, plans, supervises and administers the Airport Authority's Internal Audit program to examine and evaluate Airport Authority and tenant activities in accordance with accepted financial and/or governmental accounting and management practices. Responsible for the administration and management of the Airport Authority's records program, risk management program, and compliance with regulations administered by the FAA Office of Civil Rights.

Director, Facilities (1)

Responsible for planning, directing, and overseeing the maintenance, upkeep and cleanliness of all Authority facilities, vehicles, and grounds. Requires technical knowledge and considerable latitude for the use of independent judgement with direction from the Senior Vice President, Engineering, Planning & Facilities for conformance to the goals and objectives of the Authority. Responsible for the fiscal management budget of the Facilities department.

Director, Purchasing (1)

Under delegated supervision, plans, supervises and administers a centralized purchasing and warehouse program for procurement of all goods and services for the Airport in compliance with federal, state, and local laws, FAA regulations, and Airport policies.

Director, Operations (1)

Under delegated supervision, is responsible for directing and maintaining Airport operational services and to ensure daily operational safety and security in accordance with Federal, State, and local laws, regulations, ordinances and Airport Authority policies, rules and guidelines.

Director, Human Resources (1)

Responsible for direction and administration of human resources functions such as recruitment and selection, compensation and benefits, payroll, training and development, workers compensation, labor, and employee relations. Work involves defining program goals and objectives; developing and implementing work plans; assigning work and supervising staff; developing and directing the implementation of practices and procedures related to the Human Resources function.

Electricians (2)

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Under general supervision, repairs and replaces electrical and electronic equipment in Airport facilities and buildings.

Fire Fighters (11)

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Under the direct supervision of the Fire Captain, primarily performs aircraft rescue and firefighting duties, first responder EMT duties, and building fire and rescue response to include general fire protection and fire suppression/prevention functions.

Floor Maintenance Technicians (8)

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Under direct supervision, cleans and maintains floors, carpet, and hard surfaces within the Authority buildings. using a variety of equipment. Performs other cleaning activities within established guidelines and assigned areas to ensure high level of cleanliness and quality.

HVAC Mechanics (4)

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Under general supervision, installs, maintains, and repairs heavy mechanical equipment associated with Airport air conditioning such as central air conditioning systems, chilled water systems, and air-cooling systems.

Industrial Electricians (2)

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Under general supervision, installs, maintains, modifies, and repairs a variety of mechanical, electronic, electrical instrumentation equipment, and control systems used throughout the Airport.

Industrial Mechanics (12)

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Under general supervision, maintains, fabricates, modifies, and repairs mechanical devices including baggage conveyor systems, passenger loading bridges, plumbing equipment, carpentry, landscape equipment and tools, spray equipment and painting equipment.

Maintenance Technicians (12)

Maintenance Technician (12)

Under direct supervision, performs general labor and maintenance of Airport facilities and equipment. Performs manual labor in a variety of construction and maintenance functions.

Managers (4)

Property Leasing Manager (1)

Under limited supervision of the Senior Vice President, Real Estate Development and Properties, oversees, plans, coordinates, and monitors SMAA owned storage units. Monitors contractual relationships and building leases by overseeing lease compliance, coordination of maintenance and purchases, and rental revenue development.

Project Manager I, Engineering (1)

Under the general supervision of the Senior Vice President, Engineering, Planning and Facilities, serves as project manager responsible for preparation and review of construction plans and documents. Serves as project manager/resident engineer responsible for the accomplishment of designated engineering-related and construction projects undertaken at the Sarasota Bradenton International Airport.

Senior Project Managers (2)

Under the general supervision of the Senior Vice President, Engineering, Planning and Facilities, serves as project manager responsible for preparation and review of construction plans and documents. Serves as project manager/resident engineer responsible for the accomplishment of designated engineering-related and construction projects undertaken at the Sarasota Bradenton International Airport.

Marketing & Air Service Analyst (1)

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Under general supervision of the Executive Vice President, Chief of Staff. Analyze data and prepare reports related to passenger and aircraft including, but not limited to changes in air service, market conditions, gate utilization, peak traffic, and available seat statistics. Coordinates, organizes, and oversees a variety of marketing and air service programs. Assists in the coordination and implementation of programs, initiatives, and activities designed to promote the expansion of air service. Develops air service proposals for both existing and potential new carriers using data analysis. Performs a variety of responsible, complex, and comprehensive.

Mechanics (3)

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Under general supervision, oversees, assigns, trains, and participates in activities of mechanics performing skilled work in repair and maintenance of automobiles, light and heavy-duty trucks, other gasoline and diesel equipment, and Fire Department vehicles including diagnosis, repair, and preventive maintenance activities to assure Airport vehicles and equipment are safe, efficient, and fully operational.

Operations Officer (5)

Operations Officers (4)

Under general supervision, coordinates and enforces operational policies in a variety of applications on Airport property.

Landside Operations Officer (1)

The primary objectives for this position are customer service and property/service condition inspections ensuring commercial companies operate in accordance with established standards, rules, regulations, and ordinances. Assists Operations Manager with the day-to-day operations of the airport landside to include coordination, inspecting, identifying, and reporting any discrepancies for corrections throughout the airport landside. This position works closely with all the airport stakeholders, tenants, and Authority Personnel.

Police Officers (12)

Police Officers (10 F/T & 4 P/T)

Performs varied assignments in law enforcement and traffic control at the same time acting in a customer service role for the Airport Authority. Under general supervision, serves as the primary security response as required under TSR Parts 1540 & 1542.

Police Sergeants (3)

Police Sergeant (3)

Under the limited supervision of the Police Captain or designee, serves as a uniformed law enforcement shift supervisor responsible for overseeing and coordinating the daily activities of police personnel in accordance with established procedures and applicable federal, state, and local laws, FAA, TSA regulations, and airport policies.

President, Chief Executive Officer (1)

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Employed by a majority vote of the Sarasota Manatee Airport Authority. The President, Chief Executive Officer is charged with overall administrative responsibility for the operation of the Sarasota Bradenton International Airport pursuant to and consistent with the policies established by the Board.

Senior Accountant (1)

Senior Accountant (1)

Lead and assist in numerous financial aspects of the Airport Authority including but not limited to billings and cash receipts, accounts payable and cash disbursements, fixed asset accounting, general ledger and journal entries, payroll, monthly and annual financial reporting, annual independent audit, and annual budget and preliminary budget forecasting.

Specialists (17.5)

Accounts Payable Specialist (1)

Under general supervision, responsible for processing of accounts payable and assisting with various other accounting and administrative support functions of the Finance and H.R. Department.

Accounts Receivable Specialist (1)

Under general supervision, performs accounts receivable functions, prepares financials, generates statistical reports, and performs other Finance Department functions.

Communications Specialist (6.5)

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

Electronic Systems Specialist (2)

Under general supervision, installs, troubleshoots, repairs, and replaces electronic, electrical (120 volt and under) and technology systems in airport facilities, structures, equipment, and buildings.

Procurement Specialist (1)

Under general supervision of the Director, Purchasing, performs a variety of responsible, complex, and procurement support duties for the Purchasing department. In addition, is responsible for performing manual duties in receiving, storing, issuing, distributing, shipping and inventory of supplies, materials, equipment, and apparatus; assist in receipt of goods by unloading, moving, and counting packages, drums, crates, or other containers or items; check for obvious damage; and log in goods received.

Senior Horticultural Specialist (1)

Under limited supervision of Facilities Landscape Supervisor, performs all landscape maintenance tasks by leading, overseeing, and working with assigned personnel. Cares for and maintains the Airport's indoor and outdoor plants. Maintenance of the airport landscape, pesticide application, fertilizer application and all level irrigation repairs. Performs skilled and unskilled landscape maintenance duties.

Technical Support Specialist (4)

Under the direct supervision of the Senior Vice-President, Chief Information Officer, provides technical assistance to users of personal computers, networks, servers, portable devices, and peripheral devices to include maintaining and troubleshooting operations and communications hardware and applications and/or system software and peripheral devices in a predominantly Microsoft Windows environment with minor Linux, Apple OSX and iOS requirements. Work schedules will include weekends and nights and occasional overtime. On occasion may be subject to being called in during non-scheduled hours to respond to any situation related to the responsibilities of the position, or any situation determined necessary by the department.

Transportation Enforcement Specialist (1)

Under limited supervision, performs varied assignments related to traffic control and commercial transportation vehicle enforcement. Ensures that county busses, shuttle busses, taxis, limos, and transportation network companies (TNC) comply with airport rules and regulations, policies, and lease agreements. Acts as liaison between the Properties Department, Police Department, and the ground transportation companies/contractors.

While the Transportation Enforcement Specialist must have a good working knowledge of the parking laws in F.S 316, does not have to meet the minimum standards established by the Commission for full, part-time, or auxiliary law enforcement officers under F.S. 943.12.

The Transportation Enforcement Specialist does not carry a firearm, does not have arrest authority, and cannot write citations for criminal offenses; however, may complete a Uniform Traffic Citation for non-criminal infractions and violations of State and Local parking laws. If a criminal infraction or violation occurs Airport Police shall be notified for response.

Superintendent (1)

Facilities Superintendent (1)

Under delegated supervision of Facilities Manager, assists in assigning, planning, coordinating, and reviewing daily activities of the Facilities Department; Landscape and Public Works, Trades, Vehicle, and Equipment Repair, and any additional work/service taken in-house by decision of the Airport Authority. Provides daily planning and scheduling of Trades and performs duties as Trades Supervisor.

Supervisor (5)

Facilities Airfield Supervisor (1)

Under limited supervision plans, assigns, and reviews work of employees who maintain the Airport runways to include airfield lighting, airfield painting, airfield signage, airfield pavement and airfield mowing and assures all airfield facilities and runway approach zones are safe, clean, and meet FAA Standards.

Facilities HVAC / Electronics Supervisor (1)

Under limited supervision, plans, assigns, and reviews work of employees who repair and maintain the terminal Chiller Plant and all HVAC systems and controls, to include all Authority-owned buildings' A/C systems, Security Access systems, Fiber Optic Systems, Public Address systems, Telephone systems, and Fire Alarm systems, and ensures they remain in safe and reliable operating condition.

Facilities Janitorial & Maintenance Supervisor (1)

Under limited supervision, plans, assigns and reviews the work of employees who maintain the Authority floors. Oversees the Authority contracts to include but not limited to, janitorial for quality assurance and correctness, sanitary lift station compliance, pest control, vertical motion equipment and certification, potable water back flow inspection and maintenance, fire detection and suppression systems for inspections and certifications and other miscellaneous contracts, as deemed necessary by the Authority.

Facilities Public Works Supervisor (1)

Under limited supervision plans, assigns, and reviews work of employees who maintain Airport grounds, storm water drainage systems, runways, fences, traffic signs, open ground and wooded areas and assures facilities and grounds are safe and clean.

Operations Supervisor, Airfield & Certification (1)

Under limited supervision, plans, supervises, assigns, coordinates, and reviews daily work of Operations and Communication employees ensuring all areas are safe and secure.

Vice Presidents (7)

Executive Vice President, Chief of Staff (1)

Serves in a senior leadership role to support the President, Chief Executive Officer in overseeing the day-to-day operations of the airport. Oversees, communicates, and coordinates projects, performance evaluations, and provides daily interaction and planning with senior level staff including the SVP, Finance & Administration, SVP, Real Estate Development & Properties, SVP, Operations & Public Safety, SVP, Engineering & Facilities, and SVP, Information Technology Services.

Oversees air service development, marketing, and community relations. Liaisons with community partners, outside organizations, and the public on matters pertaining to the airport. Completes any other project as assigned by the President, Chief Executive Officer. Work is performed under the supervision of the President, Chief Executive Officer and requires independent judgment, discretion, initiative, and supervisory ability.

Senior Vice President, Chief Information Officer (1)

This position develops, directs, oversees, provides strategic planning, and exercises control over the Airport's ITS Department, network infrastructure, firewalls and security issues, computer systems, cabling plant, and telecommunications operational activities including providing technical services, administration, documentation, and procurement excluding the Noise Abatement Flight Tracking system, CCTV Video Management, Access Control and PA Audio System. Develops budgets and analyzes computer operations with the goal of improving efficiency, accomplishing business goals, and maintaining cost controls. Designs and maintains all airport related telecommunications systems.

Senior Vice President, Engineering, Planning, and Facilities (1)

Provides Management Assistance to President, Chief Executive Officer in overseeing the Engineering, Planning and Facilities Departments. Manages plans, assigns, directs, and coordinates the Authority's, Engineering, Planning, and Facilities Departments to assure appropriate execution of project and master planning; airport engineering including design, construction, inspection, and grant administration and the environmental management programs except for the noise monitoring program. Responsible for oversight of Engineering, Planning, and Facilities staff, consultants, technical specialists, surveyors, contractors, and others in the implementation of master plans, environmental programs, airport construction projects, and airport maintenance programs and projects. Work is performed under the supervision of the President, Chief Executive Officer, and requires independent judgment, discretion, initiative, and supervisory ability.

Senior Vice President, Operations & Public Safety (1)

Provides management assistance to the President, Chief Executive Officer in overseeing major departments of the Airport Authority. Directs the development, planning, implementation, and coordination of Operations, ARFF and Police Departments.

Executive Vice President, Chief Financial Officer (1)

Responsible for advising the President, CEO regarding all financial matters, strategic planning and organizational development as well as directing human resources and purchasing. This position requires a high degree of financial knowledge, strong analytical skills, independent judgment, discretion, and initiative.

Senior Vice President, Real Estate Development and Properties (1)

Responsible for overall Real Estate Development and Properties goals and functions are achieved and maintained. Directly supervises the Director, Properties and Legal Affairs, Senior Administrative Assistant/Coordinator and other departmental positions as assigned.

This is a real estate development and property management position which involves the execution of all land development, land acquisition, lease administration, business development programs and oversight, marketing, and recruitment of industrial, retail, office, and business park tenants for the Sarasota Manatee Airport Authority. The work requires understanding and application of Real Estate, Legal, Property Administration, Marketing, Leasing, Development, Planning, Design, Permitting, Construction and Budgeting disciplines. The work is reviewed in terms of feasibility, compatibility with other work projects and effectiveness in achieving expected results.

Senior Vice President, Legal Affairs (1)

This is a senior level management position which serves as inside legal counsel to the President and Chief Executive Officer. The position serves as the primary liaison to the Airport Authority's general legal counsel. The work requires an effective working knowledge and understanding of administrative law, federal and state airport regulations, and policies. An effective working knowledge and understanding of commercial law, financial, and real estate transactions is required. This position will serve in a legal advisory role, provide litigation support, and represent the Authority in various legal matters. The work is performed under limited guidance and supervision where work assignments are

subject to established law, policies, practices, and procedures. The work is reviewed in terms of legal and regulatory compliance and the effectiveness in achieving expected results.

Substitute Pooled Employees: (Under 29 hours per week)

Baggage Handling System Technicians (15)

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.

IT Systems Technician (6)

Under the direct supervision of the Senior Vice-President, Chief Informational Officer, provides technical assistance to users of computers, portable devices, and peripheral devices to include maintaining and troubleshooting airport operations systems, communications hardware, and applications and/or system software and peripheral devices in a predominantly Microsoft Windows environment with minor Linux, Apple OSX and iOS requirements.

Traffic Control Specialist (13)

Under direct supervision, performs varied assignments in passenger and vehicle traffic control inside and outside the terminal, ground transportation, and parking lot areas to assist the traveling public, airport authority, and tenants.