

SARASOTA MANATEE AIRPORT AUTHORITY
JOB OPPORTUNITY ANNOUNCEMENT



**OPERATIONS SUPERVISOR,
COMMUNICATIONS & ACCESS CONTROL
OPERATIONS**

Starting Salary Range: \$53,594 - \$61,633

Salary Range: \$53,594 - \$80,391

Full Time, Non-Exempt

Posting Date: 04/08/24

Closing Date: Open until filled.

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

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Aviation Management or related field or the equivalent combination of education and experience.
- Two years' experience in airport operations at a small to medium size hub air carrier airport.
- Valid State of Florida Driver's License and a good driving record.

PREFERRED QUALIFICATIONS: One year of supervisory experience, **preferred.**

Private Pilot License or higher, **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. 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; 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: 6005
Date: 10/23
Grade: 34

JOB TITLE: Operations Supervisor, Communications & Access Control

REPORTS TO: Director, Airport Operations

DEPARTMENT: Airport Operations

FLSA STATUS: Non-Exempt

JOB SUMMARY

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

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Directly supervises the Airport Communications Specialists and Operations/Security Coordinator. Oversees scheduling, work assignments, and training of assigned staff. Participates in the hiring, evaluating, and disciplining of Operations personnel. Supervises the Operations Officers as necessary and assigns projects as needed.

Monitors the status of all access control equipment including the CCTV and associated Video Management System, Voice Recording System, EOC and Aircom console equipment, ID Badge system, and the Public Address system. Provides daily reports to the Director, Airport Operations on any system discrepancies found. Troubleshoots equipment problems and coordinates repairs.

Acts as the alternate Airport Security Coordinator. Responsible for updating, maintaining, and submitting to the TSA, revisions to the Airport Security Program (ASP). Oversees the annual airport vulnerability assessment. Assists with planning, coordinating, and conducting the AVSEC table-top exercise. Conducts the TSA required ID Media Audits.

Monitors ramp areas for authorized ID badges and vehicles, inspects landside and airside areas, responds to emergency situations, assists with activating the Emergency Operations Center (EOC), and works with the Police and Fire Departments to coordinate activities with outside agencies.

Responsible, when necessary, to oversee and take command of an airfield or off-airport aircraft accident or incident to include activation and implementation of the Airport's Emergency Response Plan.

Monitors and develops a limited working knowledge of Airport operational equipment with a view to correct problems where able, or to communicate said problem areas or equipment to the responsible Authority department for repair.

Responsible for overseeing employee, tenant, traveler, vendor, and contractor compliance with safety and security procedures in accordance with Airport policies and federal regulations (TSR 1540 & 1542, and FAR Part 139).

Conducts daily inspections of landside and airside to include runways, taxiways, ramps, signs, cleanliness, equipment malfunctions, lighting, hazardous material spills, fencing, and possible security violations.

Analyzes problems and recommends procedures or action for correction. Initiates procedures for correction of those unsafe conditions found. Conducts a follow-up inspection to determine if the problem was solved.

Communicates and coordinates with FAA tower. Writes and distributes NOTAM (Notice to Airmen) to appropriate individuals and FAA. Tracks NOTAM progress until NOTAM is no longer in effect.

Coordinates special activities, i.e., construction projects, to ensure safety and security and communicates those activities to effected parties.

Attends contractor meetings to provide safety and security information and ensure appropriate persons are notified of contractor activities. Informs contractors of any defects and follows-up to make sure they are rectified.

Assists with special projects to include writing directives, procedure manuals for operations officers, and FAA required security and certification manuals.

Provides operations assistance to Airport tenants, passengers, and the public.

Investigates complaints regarding Airport security, operations, and on-ground accidents.

Oversees the daily operations of AIRCOM personnel and the Airport's communication systems.

Assists with planning and execution of annual tabletop and full-scale disaster response exercises.

Other Related Responsibilities:

Assumes duties of the Director, Airport Operations in his absence.

Assists in developing an operating and capital budget for the Operations Department. Monitors adherence to budgetary constraints.

Reviews written incident reports and E-Mail file to remain updated. Coordinates equipment repair as necessary.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computers, Office Equipment, Communications Equipment, Motor Vehicles, Fire Protection System, Access Control System, Paging Computer System, Flight Information Display System.

QUALIFICATIONS REQUIRED

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

Education and Experience:

Bachelor's Degree in Aviation Management or related field or the equivalent combination of education and experience.

Two years experience in airport operations at a small to medium size hub air carrier airport.

One year of supervisory experience, **preferred**.

Licenses and Certifications:

Valid State of Florida Driver's License and a good driving record.

Private Pilot License or higher, **preferred**.

Knowledge, Skills, and Abilities:

Knowledge of the principles, practices, and methods of airport operations.

Knowledge of supervisory and basic management techniques.

Knowledge of federal, state, and local laws, FAA rules, regulations, Advisory Circulars, and airport policies.

Knowledge of computer techniques.

Knowledge of airport communications and security procedures.

Knowledge of public relations procedures.

Ability to explain and tactfully enforce airport rules and regulations to employees, tenants, and the general public.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to react quickly, appropriately, and calmly in unusual and emergency situations.

Ability to remain courteous and in control in unusual circumstances.

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

Work Environment:

Works a varied schedule. Individual must be able to work evening, nights, or days. Hands-on position, involving work in the Airport office, airside, or landside areas.

Physical Requirements:

The Operations Supervisor must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As an Operations Supervisor, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the Director, Operations.

Environmental Requirements:

The Operations Supervisor works in an office environment, inside and outside the airport terminal and outlying property.

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 Operations Supervisor 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 Operations Supervisor and is subject to change at the discretion of the Airport Authority.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.



Physical/Mental Requirements

Job Title: Operations Supervisor, Communications & Access Control

Job Code: 6005

Date: 10/13

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			

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
Employee & Dependent Medical Insurance 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	
Employee & Dependent Dental Insurance 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	
Employee & Dependent Life Insurance (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	
Travel Insurance	Immediate	
Employee Assistance Program	Immediate	
Short-Term Disability (100% paid by SMAA)	1 year	
Sick-Time	90 days	
Vacation Leave	6 months	
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months	
Reimbursement for Continuing Education	6 months	
Floating Holidays	6 months	
National Holidays	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	
Group Term Life, Supplemental Medical, and Long-Term Disability Insurance (Voluntary – payroll deduction)	90 days	