

SARASOTA BRADENTON INTERNATIONAL AIRPORT (SRQ)**Employee Position and Rate Information****Q1 2021**

Position Title	Number of Employees in Position		Hourly Pay Range		Position Description	
			From	To		
A/P Specialist	1	\$	15.82	\$ 23.73		1
A/R Specialist	1	\$	16.61	\$ 24.92		2
Administrative Assistant I	3	\$	14.35	\$ 21.52		3
Assistant Buyer	1	\$	16.61	\$ 24.92		4
Buyer	1	\$	21.20	\$ 31.80		5
CAD & GIS Systems Operator	1	\$	20.19	\$ 30.28		6
CAD & Graphic Design Technicia	1	\$	20.19	\$ 30.28		7
Communications Specialist	7	\$	15.07	\$ 22.60		8
Director, Facilities	1	\$	36.26	\$ 54.39		9
Director, Purchasing	1	\$	36.26	\$ 54.39		10
Electrician	2	\$	18.31	\$ 27.47		11
Electronic Systems Specialist	2	\$	20.19	\$ 30.28		12
Engineering Assistant	4	\$	18.31	\$ 27.47		13
Executive Assistant	1	\$	21.20	\$ 31.80		14
Executive VP, Chief Financial Officer	1	\$	44.07	\$ 66.10		15
Executive VP, Chief of Staff	1	\$	51.01	\$ 76.52		16
Facilities Administrator	1	\$	16.61	\$ 24.92		17
Facilities Airfield Supervisor	1	\$	23.37	\$ 35.06		18
Facilities HVAC/Electronics Supervisor	1	\$	23.37	\$ 35.06		19
Facilities Public Works Supervisor	1	\$	23.37	\$ 35.06		20
Facilities Superintendent	1	\$	25.77	\$ 38.65		21
Finance Administrator	1	\$	25.77	\$ 38.65		22
Fire Captain - EMT	3	\$	19.76	\$ 29.64		23
Fire Chief	1	\$	36.26	\$ 54.39		24
Firefighter/EMT	12	\$	13.38	\$ 20.06		25
H.R. Specialist	1	\$	18.31	\$ 27.47		26
HVAC Mechanic	3	\$	19.23	\$ 28.84		27
Industrial Electrician	2	\$	20.19	\$ 30.28		28
Industrial Mechanic	11	\$	19.23	\$ 28.84		29
Maintenance Specialist II	2	\$	15.07	\$ 22.60		30
Maintenance Technician I	9	\$	13.66	\$ 20.50		31
Marketing Community Relations Coordinator	1	\$	17.44	\$ 26.16		32
Mechanic	2	\$	17.44	\$ 26.16		33
Network Administrator I	1	\$	24.54	\$ 36.81		34
Operations Officer	4	\$	20.19	\$ 30.28		35
Operations Security Coordinator	2	\$	16.61	\$ 24.92		36
Operations Superintendent	1	\$	25.77	\$ 38.65		37
Police Assistant	1	\$	14.35	\$ 21.52		38
Police Captain	1	\$	28.41	\$ 42.61		39
Police Chief	1	\$	39.97	\$ 59.96		40
Police Officer	12	\$	19.23	\$ 28.84		41
Police Sergeant	2	\$	22.26	\$ 33.39		42

SARASOTA BRADENTON INTERNATIONAL AIRPORT (SRQ)**Employee Position and Rate Information****Q1 2021**

Position Title	Number of Employees in Position		Hourly Pay Range		Position Description
			From	To	
President, CEO	1	\$	171.60	\$ 171.60	43
Procurement Specialist	1	\$	14.35	\$ 21.52	44
Project Coordinator, Engineering	1	\$	16.61	\$ 24.92	45
Project Manager I, Engineering	1	\$	21.20	\$ 31.80	46
Property Leasing Administrator	1	\$	17.44	\$ 26.16	47
Property Leasing Assistant	2	\$	13.66	\$ 20.50	48
Property Leasing Manager	1	\$	29.83	\$ 44.74	49
Real Estate Dev & Properties Coordinator	1	\$	18.31	\$ 27.47	50
Records Retention Coor/Ass't IA	1	\$	16.61	\$ 24.92	51
Senior Horticultural Specialist	1	\$	19.23	\$ 28.84	52
Senior Project Manager	1	\$	31.32	\$ 46.98	53
Senior VP, Chief Information Officer	1	\$	44.07	\$ 66.10	54
Sr Dir Internal Audit, Risk Mgmt Civil Rights	1	\$	39.97	\$ 59.96	55
Sr. V.P., Engineering, Planning & Facilities	1	\$	44.07	\$ 66.10	56
Sr. VP, Operations and Public Safety	1	\$	44.07	\$ 66.10	57
Sr. VP., Real Estate Development & Properties	1	\$	44.07	\$ 66.10	58
System Administrator I	1	\$	24.54	\$ 36.81	59
Technical Support Specialist	3	\$	18.31	\$ 27.47	60
Traffic Control Specialist	24	\$	16.46	\$ 16.46	61
Transportation Enforcement Specialist	1	\$	41.97	\$ 62.96	62

SMAA Position Descriptions – 03/31/21

1. Accounts Payable Specialist

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.

2. Accounts Receivable Specialist

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

3. Administrative Assistant I

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

4. Assistant Buyer

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.

5. Buyer

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.

6. CAD & GIS Systems Operator

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

7. CAD & Graphic Design Technician

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.

8. Communications Specialist

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

9. Director, Facilities

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.

10. Director, Purchasing

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.

11. Electrician

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

12. Electronic System Specialist

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

13. Engineering Assistant

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.

14. Executive Assistant

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 the Board's legal files, minutes and records and exercises independent judgment in a range of office-related matters.

15. Executive VP, Chief Financial Officer

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

16. Executive VP, Chief of Staff

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.

17. Facilities Administrator

Under delegated supervision of the Superintendent, Facilities assists in the control and inspections of the janitorial contract and pest control contract for all SMAA buildings. Ensures compliance to all city, county, state and FAA required inspections and certifications. Ensures contract compliance of all maintenance agreements for repair of equipment, systems, buildings, runways and roadways.

18. Facilities Airfield Supervisor

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.

19. Facilities HVAC/Electronics Supervisor

Under limited supervision, plans, assigns, and reviews work of employees who operate, repair and maintain the electrical and electronic systems and equipment to include all Authority-owned buildings', airfield and properties. Electronics systems oversight to include Access Control Systems, Fiber Optic Systems, Public Address Systems, Telephone Systems, Baggage System Controls and Fire Alarm Systems, ensuring they remain in safe and reliable operating condition. Electrical system

oversight to include power incoming from utility to all distribution in facility as well as back-up power generation.

20. Facilities Public Work Supervisor

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.

21. Facilities Superintendent

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.

22. Finance Administrator

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.

23. Fire Captain EMT

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.

24. Fire Chief

Under delegated supervision, as a department manager, is responsible for overseeing the FAR Part 139 ARFF services for a small hub airport and to ensure the safe response to aircraft incidents, medical emergencies, and other related fire department responses. All work is to be in accordance with federal, state, and local laws, regulations, codes and policies as adopted by the Airport Authority. In addition, the Chief will manage and oversee the Fire Captains/Deputy Fire Chief.

25. Firefighter/EMT

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 to ensure the safety of passengers, airport personnel and property.

26. Human Resource Specialist

Under general supervision, provides assistance in the coordination of Human Resources functions by providing technical and administrative support, performing employee benefit, hire and termination regulatory processing, employment verification, worker's compensation claims, Family Medical Leave (FMLA) and disability leave processing, maintenance of personnel files, payroll/personnel system, and other human resources related functions.

27. HVAC Mechanic

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.

28. Industrial Electrician

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

29. Industrial Mechanic

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.

30. Maintenance Specialist II

Under general supervision, assists trades personnel in mechanical equipment, plumbing, electrical, carpentry and landscaping. Performs maintenance of Airport facilities and equipment. Performs general labor in a variety of construction and maintenance functions.

31. Maintenance Technician I

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

32. Marketing Community Relations Administrator

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.

33. Mechanic

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

34. Network Administrator I

Under limited supervision, assists management with administering and troubleshooting networks, systems, and software on primarily Cisco based networks. 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.)

35. Operations Officer

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

36. Operations Security Coordinator

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

37. Operations Superintendent

Under limited supervision, plans, supervises, assigns, coordinates, and reviews daily work of Operations Officers, Communication Specialists, and Operations Security Coordinators, ensuring all areas are safe, secure and operating efficiently.

38. Police Assistant

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

39. Police Captain

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.

40. Police Chief

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.

41. Police Officer

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.

42. Police Sergeant

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.

43. President, Chief Executive Officer

Responsible with overall administrative responsibility for the growth, development, and operation of the Sarasota Bradenton International Airport pursuant to and consistent with the policies established by the Board.

44. Procurement Specialist

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.

45. Project Coordinator

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.

46. Project Manager I

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.

47. Property Leasing Administrator

Under general supervision of the Property Leasing Manager, provides daily management by coordinating, interacting, and monitoring SMAA owned storage units, and contractual relationships by assisting with lease compliance and performing maintenance on storage units (i.e., cleaning, painting and repairs). Supports Manager in sales, leasing and other administrative responsibilities.

48. Property Leasing Assistant

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.

49. Property Leasing Manager

Under limited supervision of the Senior Vice President, Real Estate Development and Properties, assists the SVP develop strategic economic development efforts for the development of airport properties and commercial agreements. Participates in the development of new business and revenue opportunities as well as maintain collaborative relationships with local development organizations, local governments, local industries, and commercial developers. Monitors all agreements and evaluation of revenue-generating methods. Participates in negotiations and formation and administration of leases, permits, licenses, concession agreements and other contracts, including coordination of various projects with airlines, concessionaires (rental car, parking, food & beverage, retail, advertising, vending, ground transportation, etc.), terminal tenants, aviation officials, public and federal agencies, community groups, developers, and businesses. Responsible for continuous inter-departmental communication, and public contact. Must have a working knowledge of Airport procedures, practices, and standards, with a strong emphasis on real estate development and airport properties. This position entails the exercise of initiative and independent judgement under minimal supervisory guidance.

50. Real Estate Development & Properties Coordinator

Under supervision of the Senior Vice President, Real Estate Development & Properties and the Property Leasing Manager, represents the Properties Department in assigned matters pertaining to properties related activities. Responsible for the administration and management of a portfolio of tenant use and lease agreements and permits. Draft leases, airline and other agreements at the direction of management. Administer and confirm compliance with the terms and conditions of the Agreements. Serve as coordinator and Authority's liaison with customers to understand, evaluate, present and track tenant issues and projects. Provide support to properties and general staff. The work requires an understanding and application of Real Estate, Property Administration, and Airport procedures, practices, and standards.

51. Records Retention Coordinator/Assistant Internal Auditor

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.

52. Senior Horticultural Specialist

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.

53. Senior Project Manager

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.

54. Senior Vice President, Chief Information Officer

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.

55. Senior Director, Internal Audit, Risk Management and Civil Rights Compliance Officer

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.

56. Senior Vice-President, Engineering, Planning & Facilities

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.

57. Senior Vice President, Operations & Public Safety

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.

58. Senior Vice President, Real Estate Development and Properties

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.

59. Systems Administrator I

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.

60. Technical Support Specialist

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

61. Traffic Control Specialist

Under direct supervision, responsible for the orderly flow of 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.

62. Transportation Enforcement Specialist

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.