

Tallahassee International Airport
Position Titles and Hourly Rates
Date: October 21, 2025

Position Title	Hourly Rate
Administrative Specialist I	33.68
Administrative Specialist II	34.95
Administrative Specialist II	28.32
Administrative Specialist III	35.35
Airport Engineer	69.03
Airport Operations Agent	23.50
Airport Operations Coordinator	27.70
Airport Security Specialist	25.12
Airport Security Specialist	20.75
Airport Security Specialist	24.44
Airport Security Specialist	23.50
Airport Security Specialist	25.69
Airport Security Specialist	24.89
AirportOperating&MechMaintTech	24.16
AirportOperating&MechMaintTech	24.51
AirportOperating&MechMaintTech	22.00
Asst.SuperintendentAirport Ops	48.02
Asst.SuperintendentAirport Ops	45.55
AsstSupt-Airport Facilites Mgt	45.99
AstMgr-AirportProperties&Devel	52.16
Business Systems Analyst	42.63
Capital Projects Const Coord	40.99
Coordinator-SpecialProjects P1	52.00
Custodial Worker II	19.43
Custodial Worker II	19.43
Custodial Worker II	18.44
Custodial Worker II	19.18
Custodial Worker II	19.18
Custodial Worker II	18.44
Custodial Worker II	21.62
Custodial Worker II	21.20
Dep Dir Airport Finance &Admin	66.03
Deputy Director-Aviation	88.61
Deputy Director-Aviation	88.61
Director - Airport	108.20
Electrician	30.00
Equipment Operator III	21.03
Equipment Operator III	21.16
Foreperson I	22.42

Tallahassee International Airport
Position Titles and Hourly Rates
Date: October 21, 2025

Position Title	Hourly Rate
Foreperson I	25.80
Foreperson-AirportGroundsMaint	28.33
Foreperson-AirportGroundsMaint	26.44
ForeprsnAirptOper&MechSysMaint	30.26
ForeprsnAirptOper&MechSysMaint	28.82
Mgr-AirportFin&Administration	56.63
MgrAirportProperties_BusDvlpt	58.24
Senior Accountant	34.03
Superintd-Airport Operations	61.53
Supert-Airport Facilities Mgt	55.47
Supervisor-Airport ElecMaint	35.18
Supervisor-Airport ElecMaint	33.50
Supervisor-Airport Operations	29.87
Supervisor-Airport Operations	27.75

MAJOR FUNCTION

This is administrative work assisting a superior in the performance of a variety of administrative duties and special projects. An employee in this class assists in administering various departmental programs and may review the work of subordinate clerical employees. Work is performed under general supervision with review made to ensure that work is being performed in accordance with prescribed policies, procedures, and common office practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs purchasing, fiscal, recording, payroll-personnel transactions, and other standard administrative office functions. Maintains statistical reports that measure department or division operational efficiency. Assists in preparing and/or maintaining division or department budgets. Assists in planning, researching, developing, and maintaining research activities. Provides first-line support to the microcomputer users in the department, as far as answering questions in the system usage. Interfaces with Technology and Information, and coordinates departmental needs and applications with Technology and Information. Performs special projects as assigned. Performs related work as required.

Other Important Duties

May review the work of or supervise a small clerical staff. May represent a supervisor at meetings to furnish or obtain information. Serves on ad hoc teams and committees as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of rules, regulations, and policies involved in the administration of assigned functions. Knowledge of the principles of office management and clerical, statistical, and fiscal processing. Knowledge of modern record keeping and recording methods. Knowledge of bookkeeping, purchasing, personnel transactions, statistics, budgeting, and reporting. Ability to establish and maintain effective working relationships with superiors, officials, and the public. Ability to operate standard office equipment. Some level of skill in the use of all common microcomputer applications and programs used by the City, with particular emphasis on those necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration or a degree accepted in the field in which the vacancy exists; or possession of a high school diploma or an equivalent recognized certificate and four years of staff or administrative experience; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

Aviation Department: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the

information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Electric & Gas Utility: Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Revised: 03-24-82
04-29-85
10-24-85
02-26-86
11-26-86
04-22-88
01-16-90
01-15-91
07-30-91
03-11-93
10-02-00
12-03-03*
01-28-04
08-24-09*
04-16-14
01-09-18
10-01-20

MAJOR FUNCTION

This is responsible administrative work assisting a superior in a variety of administrative matters and special projects. An employee in a position allocated to this class performs complex and diversified duties; assists in developing, formulating, and implementing various departmental programs; and may supervise operational functions and specialized staff employees. Work is performed under general supervision with much independence exercised by the employee.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in developing, installing, and maintaining management systems, forms, and procedures. Assists in budget preparation and maintains department or division budget. Performs major office functions such as purchasing, personnel transactions, payroll, maintaining records, and statistical data. Assists in planning, researching, developing, and maintaining special projects or departmental programs, and handles inquiries relating to same. May plan, direct, and/or supervise the work of a technical or clerical staff. Maintains current information on department/division policies and programs and monitors the efficiency of departmental operations. Reviews records and reports that require action and recommends solutions or courses of action. Represents administrative superior in contacts with public officials, other departments, and the general public. May develop and implement initiatives to educate and inform targeted audiences of departmental services, special programs, and consumer issues; and develops, informational/promotional materials to support the initiatives. Performs special assignments, does research, and prepares reports. Performs related work as required.

Other Important Duties

May interface with Microcomputer Specialist in Technology & Innovation (T&I) and coordinate departmental needs and applications with T&I. May conduct employee evaluations or provide major input for evaluations of staff under the position's direction. May coordinate with the City's Communications staff, audio/visual technicians, printers, etc. to carry out information/promotional initiatives. May maintain the department's web site. Attends training and developmental activities as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Considerable knowledge of the principles of office management and clerical, statistical, and fiscal processing. Considerable knowledge of bookkeeping, purchasing, personnel transactions, budget, and statistical analysis and reporting. Knowledge of research techniques and the sources and availability of current information. Knowledge of protocol regarding print and electronic media. Ability to develop and assist in the installation of management systems, forms, and procedures. Ability to plan, organize, and supervise the work of subordinate personnel engaged in various clerical and technical administrative functions. Ability to carry out complex oral and written instructions and to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with superiors, subordinates, City officials, and the public. Considerable skills in the use of microcomputer programs and applications used by the City.

Minimum Training and Experience

Possession of a bachelor's degree in public administration, business administration or a related field and two years of staff or administrative experience; or an equivalent combination of training and experience.

Necessary Special Requirements

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and a personal background check prior to employment.

Consolidated Dispatch Agency: Employees must successfully complete a fingerprint-based criminal history records check and must complete CJIS Security Awareness Training within the first week of employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Risk Management: Must possess at the time of appointment an All Lines 6-20 adjuster license from the Florida Department of Financial Services or obtain same license within six months of appointment.

Electric & Gas Utility:

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Established: 03-24-82
Revised: 04-30-85
04-22-88
01-16-90
01-15-91
10-26-93
02-05-99
08-11-99
09-22-03
08-24-09*
01-09-18
01-17-19
04-09-19
10-01-20
05-15-25

MAJOR FUNCTION

This is responsible administrative and supervisory work assisting a department director, division director, or higher-level administrator in a specific area or in a variety of complex administrative matters, requiring a thorough knowledge of the organization's and/or department/division's policies and programs. An employee in a position allocated to this class is responsible for developing and implementing various departmental/divisional policies and programs by analyzing, formulating, and recommending changes or improvements in existing systems. An incumbent may prepare and administer the division or department budget and/or grants. The incumbent supervises operational and technical functions and professional, technical and/or specialized staff employees. Work is performed under limited supervision with considerable latitude for use of independent judgment. The employee acts for the higher-level administrator, as appropriate, regarding matters under the employee's purview. Work is subject to review by a higher-level administrator through reports, conferences, and observations of results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs and supervises the work of administrative employees in major functions, such as purchasing, fiscal and statistical recording, human resource management, and personnel transactions. Develops and maintains department or division budget. Develops and implements departmental/divisional policies and programs. Monitors operational efficiency of divisional and departmental programs. Coordinates section or divisional activities and advises on matters of policy and administration. Analyzes and recommends improvements to existing departmental programs and policies. Develops, installs, and maintains management systems, forms, and procedures. Coordinates departmental needs and applications with Information Systems Services. Supervises operational or technical functions, and plans, directs and supervises the work of technical and/or professional staff engaged in the core business of the respective section or division. Supervises or assists in the planning, researching, and developing special projects. Plans, directs, and supervises the work of a technical or clerical staff engaged in general or specialized activities. Makes recommendations or is responsible for hiring, promoting, transferring, or terminating subordinate personnel and conducts employee evaluations. Carries out special assignments given by the department/division director when directed. Represents division or department director in matters as authorized. Represents administrative supervisor in contacts with public officials, other departments, and the public. Approves or denies departmental purchases and leave requests. Performs related work as required.

Police Department - Victim Advocate: Provides a variety of services to crime victims and their families including, but not limited to, immediate on-scene assistance, crisis intervention, death notification, bereavement support, telephone counseling, information, criminal justice support, emergency financial/legal assistance, transportation, assistance with filing for Crime Victim Compensation, and accessing court related services. Makes service referrals to other community organizations and conducts follow-up, as needed. Serves as liaison between the victim and officers of the Tallahassee Police Department. Actively participates on local taskforces and conducts training for departmental personnel and outside organizations. Facilitates the return of property to victims/survivors. Supervises full-time Victim Advocates, interns and volunteers assigned to program. Maintains active membership in community organizations related to job responsibilities

Other Important Duties

Provides first-line support to the microcomputer users in the department, as far as answering questions about the system usage. May act for the department or division director in accordance with authorization and delegated authority. Keeps abreast of job specific and general developments that

are related to area of responsibility by attending training, reading, and research. Performs related work as required.

Police Department – Victim Advocate: Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of unit staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Extensive knowledge of rules, regulations, policies, procedures, and functions of the organization or department/division to which assigned. Knowledge of appropriate municipal, state, and federal codes, ordinances, resolutions, and regulations. Considerable knowledge of the principles of management and their application to the administration of municipal and organization affairs. Considerable knowledge of the principles and practices of public and business administration. Extensive knowledge of bookkeeping, purchasing, personnel transactions, budgeting, and statistical analysis and report writing. Considerable knowledge of applicable technical material, research techniques and the sources and availability of current information. Ability to develop and install management systems, forms, and procedures; and analyze and evaluate their effectiveness. Ability to plan, coordinate, supervise, and evaluate the work of subordinate staff in a manner conducive to full performance and high morale. Ability to carry out complex oral and written instructions. Ability to prepare and edit clear and concise written technical and non-technical reports, production publications, or grant applications as well as compose memoranda, directives, and letters. Ability to establish and maintain effective working relationships with administrators, subordinates, City and public officials, and the public. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, or a degree accepted in the field for which the vacancy exists and four years of technical, staff or administrative experience related to the field in which the vacancy exists; or an equivalent combination of training and experience.

Police Department – Victim Advocate: Possession of a bachelor's degree in sociology social work, psychology, criminology, or a related field and five years of professional experience that includes counseling, social work, law enforcement, rehabilitative services, victim advocacy, crisis intervention services; or an equivalent combination of training and experience

Necessary Special Requirements

For designated positions allocated to this classification, applicants must possess a valid Class E State driver's license.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager - Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be

required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 03-24-82

Revised: 04-30-85

04-22-88

01-16-90

01-15-91

03-17-93

03-29-93

01-24-01

04-20-01

03-10-04*

10-09-06

06-16-08

08-10-09*

10-13-16

09-12-22

MAJOR FUNCTION

This is responsible professional engineering and managerial work in directing and managing the Aviation Department's Capital Programs Division. The position is responsible for all functions related to the preparation or acquisition of services to prepare, and oversight related to: airport and facility planning, architecture/engineering, construction, environmental, and sustainability issues and the development and implementation of the airport capital improvement program. Duties are performed with considerable independence requiring the exercise of judgment and initiative in day-to-day operations. Important contacts are required with the public, officials of the county, state and federal agencies, contractors and consulting engineers. The work is performed under the administrative direction of the Director–Airport who reviews the work through conferences, evaluation of completed projects and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the planning, design, construction, and coordination of a large number of various airport infrastructure projects. Manages all division activities and staff which may include project coordinators, planners and administrative assistants. Prepares and monitors division operating and capital budgets. Reviews airport capital project submittals. Attends meetings and makes presentations to the City Commission, community groups, other public officials, and serves on advisory committees. Prepares and reviews Commission agenda items. Coordinates with the Federal Aviation Administration's Airports District Office (ADO) and key stakeholders to develop and maintain the Airport Master Plan and Airport Layout Plan. Develops plans for Airport development and improvement, and implements the approved schedule of projects. Oversees structure and land records management. Prepares Requests for Qualifications and Proposals and Statements of Work and oversees process for the acquisition of professional services; oversees the work of airport consultants providing professional services for major repair and capital projects; drafts Statements of Work and performance specifications for capital projects not requiring outside professional design services. Approves contract pay requests and change orders. Prepares the multi-year capital plan and budget; prepares the state, federal and Passenger Facility Charge grant applications. Monitors grant and Passenger Facility Charge compliance and assurances. Develops, monitors and accomplishes DBE participation goals. Monitors contractor compliance with DBE, Davis-Bacon, and other federal, state, and local regulations. Recommends and develops environmental procedures, practices, programs and projects for implementation; audits environmental compliance by Airport's operations, tenants and contractors; arranges for staff and tenant training regarding environmental requirements; works effectively with federal, state and local agencies responsible for environmental compliance; reviews Airport facilities, operations and projects for opportunities to incorporate sustainability initiatives; and leads the Airport's initiatives to reduce energy use and costs. Coordinates the continued development and on-going maintenance of the Airport's Storm Water Pollution Prevention Plan (SWPPP). Coordinates with Federal Aviation Administration and Florida Department of Transportation personnel to ensure compliance with various regulations to include the Airport Improvement Program (AIP) and Joint Automated Capital Improvement Program (JACIP). Establishes and implements a wide range of planning functions including feasibility studies, facility condition reports, pavement maintenance programs, and facility and airport master plans. Requires the use and exercise of independent judgment. Recommends the hire, transfer, advancement, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists Director and Deputy Director as requested on major programs and projects for the department. Keeps abreast of improvements and innovations in area of responsibility and incorporates practices and techniques into work as appropriate. Performs related work as required.

Desirable Qualifications**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of engineering as applied to the development and management of airport programs and systems. Thorough knowledge of airport planning, design and administration. Thorough knowledge of the principles and practices of modern airport administration and program management. Thorough knowledge of Federal Aviation Administration (FAA) rules, regulations and FAA advisory circulars pertaining to airport operations and development. Possesses a working knowledge of the principles and practices of design of airport horizontal and vertical construction; construction management methods and techniques; the design and layout of airport facilities; airport and aircraft operations, and aviation industry; the principles and practices and methods of airport planning, building architecture, environmental principals, procedures, practices and laws; and CAD and GIS. Knowledge of federal, state and local environmental and aviation agencies, and project eligibility and priority system for FAA, AIP and PFC Programs and state funding programs; possesses a working knowledge and understanding of FAR Part 77. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, organize, direct and coordinate airport engineering activities and programs. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to perform extensive, responsible research, analysis and technical report writing. Ability to establish and maintain effective working relationships with other municipal officials, employees, contractors, engineering firms and the public. Ability to express ideas on technical subjects clearly and concisely, both orally and in writing. Ability to address civic organizations or other public or private groups on subjects relative to public works programs and projects. Ability to prepare, develop, manage and present long-range public works and engineering plans and programs. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, construction management, planning or a related field and six years of professional experience that includes airport capital programming, airport operations, airport maintenance, or airport construction management, at a commercial service airport; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess and maintain registration as a professional engineer in the State of Florida.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-16-17

MAJOR FUNCTION

This is responsible entry-level paraprofessional work performing airfield, perimeter and terminal inspections, enforcing airport rules and regulations (including parking); and performing communications, customer service, and other operations and emergency response coordination. Day to day work is performed under the direct guidance and coaching of the Superintendent-Airport Operations. Work is reviewed through conferences, reports, and by observations of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Inspects airfield, terminal, perimeter and grounds for compliance with Federal Aviation Regulations, Transportation Security Administration Regulations, airport rules and regulations, leases and agreements. Participates in fashioning solutions to reoccurring problems. Conducts follow-ups with appropriate tenant(s), maintenance or other personnel to assure deficiencies are corrected or repaired. Issues Notice to Airmen (NOTAM). Provides customer service: answering questions, giving directions, guiding tours, jumping batteries of stalled cars, and helping customers to resolve complaints. Manages a communications center, monitoring security cameras. Grants airfield access to vendors. Answers phone calls, directing callers to appropriate persons. Uses radio to dispatch airport personnel to desired worksite. Maintains activity logs and other records. Monitors ground transportation. Enforces airport regulations, including parking. Writes warning and parking citations. Conducts follow-up to correct ongoing problems. Performs related work as required.

Other Important Duties

Responds to emergency incidents, protecting airport interests until supervisory personnel arrive. Coordinates emergency response to minor incidents, or anticipated events related to weather. Maintains the security identification system. Issues badges. Keeps records. Investigates accidents and incidents and writes reports about them. Recommends policy changes to correct reoccurring problems. Conducts Security Identification Display Area (SIDA) training, ramp driving, other training sessions, and maintains related records. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of airport operations or maintenance and the roles of airport tenants in the airport environment. Knowledge of customer service techniques and methods. Ability to establish and to maintain effective working relationships as necessitated by the work. Ability to prioritize multiple requests for service calls. Ability to remain calm during emergency situations. Skill in the use of equipment, including personal computers and associated programs and applications, necessary for job performance.

Minimum Training and Experience

Possession of an associate's degree in aviation management, business or public administration, communications, criminal justice, or a related field and one year of experience in aviation, law enforcement, firefighting, emergency management or communications, military service, or a related field; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a Class E State driver's license at the time of appointment.

Established: 04-28-95
Revised: 03-23-02
09-26-03*
04-27-09*

MAJOR FUNCTION

This is professional and technical work assisting in and coordinating activities in airport operating areas (AOA). Work is performed under the immediate direction of the Supervisor-Airport Operations. Work is reviewed through conferences, reports and by observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Inspects airfield, safety zones, clear zones, approach zones, terminal, perimeter fence line and airport grounds for compliance with Federal Aviation Regulations, Transportation Security Administration Regulations, Airport Rules & Regulations, Airport Minimum Standards, leases and agreements. Assures that the airport is operated in a safe and secure manner within the position's limited responsibilities. Coordinates repair of all damaged Tallahassee International Airport (TLH) property found in inspections. Ascertains that repairs meet pre-set specifications. Monitors ground transportation operations and overall program. Plans, directs, and coordinates all non-routine airfield activity (i.e., reassigning air carrier gate positions; opening and closing runways and taxiways; static displays; dignitary arrivals and departures; construction projects; escorts). Identifies and determines general nature and extent of problems; determines location; assesses problem urgency; and determines priorities in order to relay information on a timely basis. Contacts appropriate agencies by telephone or radio to obtain assistance. Develops quality and productivity improvement capabilities to improve services and effectiveness. Maintains logs, records and prepares reports. Issue Notice of Violations and parking citations as necessary. Utilizes checklists in the performance of duties. Assists with coordination of simulated disaster drill and tabletop exercises; round table discussion follow-up and evaluation. Conducts Notice to Airmen (NOTAM) training and issues NOTAMs when appropriate. Conducts airfield inspection after severe weather storms and other special conditions that may affect aircraft operating characteristics. Perform related work as required.

Other Important Duties

Responds to emergency incidents, protecting airport interests until supervisory personnel arrive. Coordinates emergency response to minor incidents, or anticipated events related to weather. Maintains the security identification system. Issues airport security identification badges. Keeps records. Investigates accidents and incidents and writes reports about them. Recommends policy changes to correct reoccurring problems. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of airport safety, security, emergency preparedness, planning and training. Knowledge of federal, and state laws involving airports. Knowledge of appropriate interaction with the National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and Airports Flight Standards District Office (AFSDO). Ability to communicate effectively orally and in writing. Ability to speak distinctly and communicate effectively with the public and other personnel. Ability to take quick and accurate action under all types of operating conditions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare reports and maintain records. Ability to speak in public and assemble and conduct safety and/or training sessions relevant to employees safety and risk factors and accident prevention. Demonstrates interpersonal facilitation and communication skills. Skill in the use of equipment, including personal computers and associated programs and applications, necessary for job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, or a related field and one year of experience in airport operations at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-21-94

Revised: 04-27-95

08-28-95

09-26-03*

04-27-09*

Retired: 10-12-12

Active: 02-05-16

MAJOR FUNCTION

This is technical and specialized work in which class incumbents provide airport security. Work involves monitoring and enforcing day-to-day security at the airport facility and coordinating the response to airport emergencies, which may include periods of high stress. This position operates independently and reports to the Supervisor–Airport Operations. Work is reviewed through conferences, reports, and by observations of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Operates airport surveillance, access control, fire alarm, flight information, communications and building management systems. Provides enforcement of curbside parking and ground transportation operations. Issues Notice of Violations (NOVs) and parking citations as necessary. Conducts fingerprint-based criminal history records checks for all airport employees requesting unescorted access to secured areas. Provides dispatch services and coordinates police, fire, emergency medical services and airport operations' response to emergency and non-emergency calls for service. Identifies safety and security violations and reports suspicious activities. Provides customer services such as answering questions, giving directions, and helping customers to resolve complaints and requests for information. Maintains activity logs and other records. Uses checklists in the performance of duties. Performs related work as required.

Other Important Duties

Conducts visual inspections of vehicles. Fingerprints applicants requesting unescorted access to secured areas. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of airport security systems, methods and procedures. Knowledge of methods and practices associated with airport security and emergency operations. Ability to speak distinctly and communicate effectively with the public and other personnel. Ability to take quick and accurate action under all types of operating conditions. Ability to maintain accurate records. Ability to remain calm and courteous during emergency and non-emergency situations. Ability to establish and to maintain effective working relationships. Ability to prioritize multiple requests for service calls. Ability to comprehend, interpret and apply regulations, procedures and related information. Skill in the use of personal computers and associated programs and applications and other equipment necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in aviation management, business administration, criminal justice or a related field; or two years of experience that includes airport operations, airline operations, public safety communications, or military service; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's License at the time of appointment.

Established: 08-20-97
Revised: 09-29-03*
04-21-04

MAJOR FUNCTION

This is manual technical work performing building maintenance at the airport. Work involves monitoring and maintenance of the facility's operating, technical and security components and systems and ensuring the comfort and convenience of persons working in or visiting the facility. Work is performed independently under the administrative direction of a supervisor. Work is reviewed through observation, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Ensures the daily operation, maintenance, preservation, enhancement and security of the airport building and the related operating systems and equipment, including the HVAC, plumbing, and jet bridge systems. Repairs and services motorized and non-motorized equipment on different infrastructures at the airport. Performs preventative maintenance and inspection of Jet bridge system, building systems and components on a routine basis. Responds to and resolves complaints about air conditioning, heaters, lighting, mechanical, technical, plumbing and roofing problems. Makes routine repairs or adjustments to equipment. Arranges for contracted service providers to handle more serious or major problems and monitors their work for compliance to specified standards. Responds to building emergencies after hours and ensure that all assigned work is completed in accordance with trade standards. Coordinates major repairs, alterations, and minor new constructions of buildings and facilities. Provides technical trade services such as carpentry and painting as needed to preserve or enhance the facility and grounds. Monitors contract maintenance work by vendors. Updates work orders completed in the airport computerized maintenance management system.

Other Important Duties

Operates equipment as necessary. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of routine maintenance and functioning of air conditioning and heating equipment of large or commercial buildings. Considerable knowledge of building, mechanical, chemical, and electrical hazards to ensure personal and occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to building maintenance. Ability to perform routine maintenance of mechanical operating systems. Ability to read and interpret blueprints. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of technical work experience that includes the maintenance and repair of non-residential buildings and their associated mechanical and operating systems and equipment.

Necessary Special Requirements

Must either possess the appropriate state Commercial Driver's License (CDL) and endorsement(s) at the time of appointment or must possess a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment, as a condition for continued employment, or must possess a valid Class E State driver's license at the time of appointment. At the department director's discretion, the noted licenses may not be required.

In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Preference may be given to applicants who possess licenses and/or certifications in mechanical, plumbing, masonry, or other comparable trades.

Established: 01-16-10
Revised: 12-22-11*
05-30-19
07-31-25

MAJOR FUNCTIONS

This is responsible administrative, supervisory and technical work directing the security activities of Tallahassee Regional Airport; serving as the federally mandated Airport Security Coordinator; directing the division's administrative functions; developing and maintaining the Airport's Rules & Regulations and Airport Minimum Standards; assisting in the day-to-day direction of the division and serving as division superintendent as needed. Work is performed with considerable independent judgment while working within established policies and procedures under the general direction of the Superintendent–Airport Operations. Incumbent is expected to exercise considerable discretion and initiative in the performance of daily tasks. Work is reviewed through conferences, reports, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, evaluates and supervises the work of subordinate employees engaged in airport security activities. Functions as federally mandated Airport Security Coordinator. Oversees Airport Police Unit, and serves as the Department's liaison with the Transportation Security Administration (TSA) and other federal, state and local law enforcement agencies. Administers the federally mandated fingerprint based criminal history records check and security identification badging programs. Manages the airport's Notice of Violation program. Maintains the TSA mandated Airport Security Program, automated airport access control system and lock and key program. Manages the Airport Communications and Surveillance Center, including developing applicable plans, procedures and policies. Assures conformance with federal, state and local laws, rules, and codes with respect to airport security activities. Coordinates the division's annual budget preparation; monitors related requisitions, expenditures, payroll and receipts. Coordinates the scheduling of division personnel. Ensures compliance with Federal Aviation Regulations and Advisory Circulars. Oversees the development, implementation and enforcement of required training programs. Makes oral and written presentations on programs, projects, and other matters to subordinates, management and other bodies. Assists unit supervisory staff with operational, technical, administrative and personnel issues. Serves as the division's liaison for media issues and public inquiries. Possesses the Division Superintendent's signatory authority and acts as the division superintendent in his/her absence. Recommends the hiring, promotion discipline and dismissal of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists division superintendent as requested on major programs and projects for the division and/or department. Serves on the Airport Security Consortium Committee and North Florida Regional Domestic Terrorism Task Force. Keeps abreast of general and job specific developments, improvements, trends and innovations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of airport operations and security procedures, processes and trends. Thorough knowledge of federal, state and local rules and regulations pertaining to airport operations and security. Considerable knowledge of Federal Aviation Regulations and Advisory Circulars. Considerable knowledge of aircraft/airspace operating rules and regulations. Considerable knowledge of air terminal and airfield maintenance procedures, techniques and problems. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision,

training and performance evaluation. Must possess strong leadership skills and abilities. Ability to plan, assign, train, review and supervise work projects of subordinate personnel, and to coordinate a wide variety of continuing projects. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, management, media and the general public. Ability to prepare reports, maintain records, analyze data, make procedural decisions and administer programs. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, criminal justice or a related field and four years of professional experience that includes commercial airport operations or similar military experience, or an equivalent combination of training and experience. One year of supervisory experience is also required and must be part of the aforementioned experience.

Necessary Special Requirements:

In accordance with 49 CFR Part 1542, employee must successfully complete a fingerprint-based history records check and personal background check prior to employment.

Must possess a valid Class "E" State driver's license at the time of appointment.

Established: 07/10/04

Revised: 11-18-13*

MAJOR FUNCTION

This is responsible administrative, supervisory and technical work directing the maintenance of the Tallahassee International Airport Passenger Terminal Building and all other airport facilities. Duties include directing and supervising electricians, building services, mechanical maintenance, grounds maintenance and administrative staff. In addition, this position serves as liaison with contractors and service providers on minor repair, service and maintenance contracts. The incumbent assists in the day-to-day direction of the division and serves as the division superintendent, as necessary. Work is performed with independence under the general direction the Superintendent-Airport Facilities Management and is reviewed through conferences, analysis of work and reports, and observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, supervises, and evaluates the work of electricians, building services, mechanical maintenance, grounds maintenance and administrative staff. Managed facilities include the Tallahassee International Airport Terminal, Federal Aviation Administration Control Tower, the Aircraft Rescue and Fire Fighting Facility (ARFF), Air Cargo Facility, hangars, and all related facilities and offices. Oversees maintenance of Airline Passenger Boarding Bridges, In-Line Baggage Handling System, Baggage Claim Systems, Grounds Maintenance and all associated power and electrical systems. Administrative functions include, but are not limited to operating and capital budget preparation and administration, payroll, personnel, procurement. Manages the development, operation and maintenance of a Computerized Maintenance Management System (CMMS). Develops a preventative maintenance schedule for equipment, systems and services. Prepares plans, specifications and contract documents for minor facility repairs, and tracks capital improvement projects to ensure compliance with controlling agreements. Assists in the selection of design consultants, and reviews minor construction and preparation plans and specifications designed by consultants. Prepares charts, graphs, and diagrams to illustrate workflow and routing. Ensures that assigned employees are trained in accordance with applicable regulations and administrative standards. Participates in the analysis of division operations to determine possible quality and efficiency measures. Performs management analysis studies. Leads and supports teamwork. Recommends the selection, transfer, advancement, grievance resolution, discipline and dismissal of assigned employees. Conducts performance reviews and recommends the approval or denial of merit increases. Performs related work as required.

Other Important Duties

Assists division superintendent as requested on major programs and projects for the division and/or department. Assists in the development, production and presentation of the Aviation Department's annual budget. Participates in training and developmental opportunities. Serves as member of ad hoc teams and task forces as needed. Performs related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of federal, state and local rules and regulations pertaining to airport maintenance and safety standards. Considerable knowledge of air terminal and airfield maintenance procedures, techniques and problem solving. Thorough knowledge of finance and budgeting, contract and project management, and facilities maintenance management procedures, processes and trends. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, train, review and supervise work projects of subordinate personnel, and to coordinate a wide variety of continuing projects. Ability to

communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, management, media and the general public. Ability to prepare reports, maintain records, analyze data, and administer programs. Skilled in the use of microcomputers and their assigned programs and applications.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, facilities management, business or public administration, engineering, construction management or a related field and four years of professional experience that includes facilities management or similar military experience; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

In accordance with 49 CFR Part 1542, applicant must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 03-25-08
Revised 09-15-09*
12-22-11*
09-15-15

MAJOR FUNCTION

This is professional administrative, supervisory and technical work providing direction in the areas of aviation lease management, properties management, business development, tenant relations, aviation industry research, program development, contract development, compliance monitoring, marketing, communications, public relations, communications and advertising; assisting in the day-to-day direction of the division and serving as division manager in his/her absence. Work is performed with considerable independent judgment while working within established policies and procedures under the administrative direction of the Airport Business Services Manager. Incumbent is expected to exercise considerable discretion and initiative in the performance and management of daily tasks. An employee in this job class assists with policy development, program development, project management, reporting and making recommendations based upon independent research findings.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

With general direction from the Airport Business Services Manager, this position supervises, plans, assigns, schedules, evaluates and directs the activities of division employee(s). The employee in this position manages Airport properties and concessions, including oversight of the International Passenger Processing Facility and Foreign Trade Zone. Job responsibilities involve contracts database management, contract solicitation, records management, tenant relations, Airport and real estate marketing, public relations, advertising, communications and customer service. Work involves the development and maintenance of the lease management system and maintenance of related documents, solicitations, correspondence, and contracts. An employee in this position assures conformance with federal, state and local laws, rules, and codes with respect to Airport leasing activities and marketing campaigns. Oversees the appearance, maintenance, rotation and termination of all advertisements, banners, displays, visitor information center and other terminal advertising. Monitors the timeliness of broadcast commercials, website ads, print ads and the quality and maintenance of all marketing campaigns and programs launched to promote aviation services and air service. Plans and coordinates the ACDBE Program to ensure compliance with 49 CFR, Part 23 and to meet City established goals and conducts periodic ACDBE outreach events and Title VI workshops. Monitors and follows up verbally and in writing to ensure contract compliance for MBE and ACDBE goals. Participates in long-range and short-range planning for Airport development projects. Works with City staff in various departments to ensure appropriate collaboration on all solicitations and resulting contracts. Composes and provides written and verbal responses to tenant and customer inquiries and complaints and maintains such records within the division. Participates in the negotiation and preparation of leases, licenses, contracts, and specifications to provide services at the Airport. Ensures current and accurate security deposits, performance bonds, insurance and other contractually required certificates, documents and plans are appropriately maintained within the division and on file with appropriate City departments. Trains subordinate employee(s). Possesses the division manager's signature authority and acts as the division manager in his/her absence. Recommends hire, transfer, advancement, grievance resolution, discipline, and discharge of employee(s). Conducts performance evaluations and recommends approval or disapproval of merit increases. Recommends courses of action based upon trends analysis for budget preparation, business development and marketing strategies.

Other Import Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of modern research techniques, methods, procedures, principles, and practices of report preparation. Considerable knowledge of general project management principles, business

administration, marketing, communications, public relations, and advertising. Knowledge of aviation rules and regulations and minimum standards. Skilled in the areas of contract and properties solicitation, development, and management. Ability to plan, coordinate and execute a variety of plans, programs, and activities. Ability to chair meetings on behalf of the division and discuss issues of concern with the department. Ability to communicate clearly and concisely, orally and in writing. Strong technical and business report writing skills are a must. Ability to maintain effective working relationships. Considerable skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Excel database and visual basic experience preferred. Aviation or transportation industry experience preferred.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, aviation business management, hospitality management, marketing, communications, public relations, advertising, real estate, or a related field and three years of professional administrative experience in contract or lease management, properties management, marketing, communications, public relations, advertising, minority enterprise program administration, or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at time of appointment.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 12-05-09
Revised: 09-06-18
10-04-18
03-16-23

MAJOR FUNCTION

This is advanced technical and business analysis support for local specialized and major enterprise-wide applications. The incumbent works closely with other technical staff and functional representatives of City departments in providing simple to complex business solutions and routinely serves as a technical resource lead on project teams. Work is performed under the supervision of a Project Manager and is reviewed for achievement of desired results through regular status meetings and written reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides customer support and consultation on Information Technology topics. Performs detailed analysis and evaluation and makes recommendations to resolve simple to complex business problems with the appropriate technology. Performs cost benefit analysis and provides appropriate alternative recommendations. Develops, documents and maintains procedures for implemented solutions. Plans, prioritizes, schedules, coordinates, defines, designs, documents, and develops programmatic and electronic processes within the appropriate accepted procedures and practices. Coordinates the development, testing and implementation of business solutions with all appropriate parties. Plans, organizes and conducts meetings as needed with technical and functional resources for communication of business requirements, status updates, and project reviews. Provides clear and concise written and oral communications to technical staff, functional representatives and supervisor. Provides technical expertise in the development and evaluation of request for proposals. Performs related work as required.

Other Important Duties

Keeps informed and abreast of major trends and developments in the computer field. Communicates and relates technology trends and practices to City business community. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of computer technology and current technical industry trends. Knowledge and understanding of recognized technology policies and procedures. Knowledge of recognized project management requirements, procedures, and techniques. Ability to keep oneself informed and abreast of major trends and developments in the computer science and information technology field. Ability to analyze and convert business requirements into design specifications. Ability to apply sound change management techniques in implementing technical solutions. Ability to work with both IDE (integrated development environment) and text-based coding. Ability to conduct independent research and define results. Ability to devote required attention to detailed work. Ability to interact effectively with functional representatives and technical co-workers one-on-one and/or in team environments. Ability to effectively practice self-motivation. Ability to organize time and resources for maximum benefit. Skill in verbal and written communication. Skill in time management. Strong analytical, design, and coding skills for providing simple to complex business solutions recommendations. Skills to include, but not be limited to, use of the following tool sets or equivalent products: Microsoft Office 365, (Access, Word, Excel, etc), system support and/or development in client/server environment, working knowledge of an Open Database Connectivity (ODBC) database (Oracle, SQL Server, etc.), Relational Database Management System (RDBMS) design and relationships, Structured Query Language/Structured Query Reports (SQL/SQR), Windows Server 2016, and a basic understanding of networks and network design. Application development skills using tools such as C#, Java, Visual Studio, HTML, JavaScript, CSS, or comparable application

development skills and knowledge of PeopleSoft Inc., application design and supporting toolsets. Familiar with cloud hosted solutions and technologies.

Minimum Training and Experience

Possession of a bachelor's degree in computer science or a related field and one year of technical experience in computer systems development, support and/or programming in a client/server environment; or an equivalent combination of training and experience. Any bachelor's degree and two years of technical experience in computer systems development, support and/or programming in a client/server environment will meet the above requirements.

Necessary Special Requirement

Designated positions assigned to this class may require a valid Class E State driver's license at the time of appointment.

Designated positions assigned to this class may require experience in application development using Visual Studio (or similar) IDE to build solutions utilizing Java Servlets, Java Server Pages, JavaScript, .NET, Web Services, HTML, XML, Oracle, and SQL Server technologies. Development and deployment of client-server, web and mobile applications that access relational databases across LAN, WAN, or internet infrastructure. Experience in the creative design of applications and ability to use graphic design software to enhance the user experience.

Technology & Innovation: Applicant must successfully complete a fingerprint-based criminal background screening and obtain Criminal Justice Information Systems (CJIS) certification within 30 days of employment.

Established: 09-15-00
Revised: 04-15-02
01-21-03
01-28-03
12-29-03
01-31-06
02-19-10*
11-15-11
02-27-20
02-14-25

MAJOR FUNCTION

This is responsible professional work implementing planned capital projects. The incumbent is responsible for project details from start to finish, which includes contract administration and project inspection as well as the oversight of the permitting process and implementing environmental management plans. The work is performed under the administrative direction of a higher-level supervisor and is reviewed through observations, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews the work of design professionals, construction inspectors, and contractors during the construction phase of capital projects; reviews, prepares and approves minor change order requests; reviews, prepares and makes recommendations for major change order requests; conducts pre-bid meetings and pre-construction conferences; reviews contractors' pre-qualification applications for approval or rejection; issues verbal and written requests and instructions to contractors. Maintains accurate project record keeping; transmits project information to funding agencies; approves information requests and pay requests; monitors work order budgets. Monitors departmental compliance with grant obligations and passenger facility charge requirements as it applies to the construction phases of capital projects. Monitors departmental compliance with applicable environmental regulations. Coordinates capital project construction phases with applicable parties such as tenants, neighbors, other City departments, the FAA, and the Florida Department of Transportation. Prepares presentations on programs to the department director, various City and County boards, commissions, and other bodies. Oversees inspection of construction projects for conformity to plans and specifications; reviews and writes construction specifications. Responds to citizen complaints involving construction projects. Performs related work as required.

Other Important Duties

Assists in the selection of design professionals for individual projects. Carries out appropriate conservation management projects. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern construction, contract management and construction inspection procedures, techniques, and problems. Thorough knowledge of environmental and building processes. Thorough knowledge of all applicable rules, regulations and advisory circulars pertaining to capital project development in specific area of responsibility. Thorough knowledge of basic principles of civil engineering as related to construction inspection. Considerable knowledge of environmental rules as they apply to specific area(s) of responsibility. Ability to read and interpret engineering and architectural plans and specifications. Ability to write construction specifications. Ability to make technical inspections and enforce regulations. Ability to maintain records and reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, orally and in writing. Skill in the use of a microcomputer and the associated programs and applications needed for scheduling, cost estimating, project management and related work details, when appropriate.

Minimum Training and Experience

Possession of a bachelor's degree in building construction, architecture, environmental science, engineering or a related field and four years of professional experience in construction management, facilities construction, or construction project development; or an equivalent combination of training or experience.

Public Works: Possession of a bachelor's degree in building construction, architecture, civil engineering or a related field and four years of professional or technical experience that includes construction inspection or testing on construction of public works or commercial building projects; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employee must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 10-17-00

Revised: 09-15-03

09-22-03

09-15-09*

10-10-09

MAJOR FUNCTION

This is responsible professional and technical work administering special projects, contract programs, grants, and other major initiatives related to core business practices in a specific department. The work includes research, development, planning, execution and administrative oversight for programs, functions and procedures, depending upon the department to which the position is assigned. Work is performed with considerable independence under the general supervision of a team leader or division head and is reviewed through conferences, observation, analysis of reports and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties - All**

Coordinates all tasks associated with the analysis, evaluation, and oversight of major departmental program initiatives through conferences with project managers and special team members and may conduct on-site inspections. Identifies and develops all resources necessary to accomplish objectives. Depending on the department's core business practices, may develop and implement plans to raise funds and promote interests of civic organizations, commercial, retail, and professional representatives to raise funds for projects. Develops departmental program plans and directs the drafting of supporting program plans, goals, and objectives. Oversees and participates in the implementation of affiliated proposals, including program design and implementation of scheduling and budgeting. Manages federal grants and assists in the collection of data for and preparation of the department's operating and capital budgets. Administers activities such as the Small Business Loan program, redevelopment activities, fund raising and other special projects. May coordinate activities for department facilities' management, serving as departmental representative on facilities projects. Prepares and submits reports to regulatory/compliance agencies regarding covered departmental activities. May develop management information systems and coordinate computer use procedures. Produces graphic and presentation material for publication and/dissemination. Prepares operational procedures and other formal statement of improved procedural methods and systems operation. May recommend the hire, transfer, advancement, grievance resolution, discipline, or discharge of employees. May conduct performance evaluations and recommend approval or denial of merit increases. May be directly responsible to a team leader or act as a team leader for management of intergovernmental or cross functional projects, including intergovernmental relationships, and the coordination with the City Commission, City management, and community units, depending upon the projects involved. Performs related work as required.

Essential Duties – Customer Operations

Develops, coordinates, and implements innovative solutions to streamline processes and procedures based on business needs. Provides strategic planning and process improvement through systems and technology to drive adoption and utilization of changes impacting the organization. Monitor, manage, and enhance existing business systems with the evolving needs of utilities and customer service initiatives. Coordinates, manages, or performs research and data analysis relative to the applicable utility's operational, performance, and programmatic issues by building relationships across different teams within the organization. Provides project management and functional support by regularly working with business area SMEs and team resources to effectively deliver project deliverables. Ensures projects meet program objectives by creating and implementing change management strategies, plans and communications. Utilize flow charts and other tools to identify root cause and monitor current metrics and improvements. Individuals in this classification are considered essential during emergency and storm situations

Essential Duties – Electric & Gas Utility

Within Energy Supply: Develops and monitors and operating budgets, capital project contracts and other financial related duties. Acts as the System Administrator for the Power Plant Computerized

Maintenance Management system. Coordinates annual physical inventory activities for the power generation warehouse operations.

Within Administrative and Financial Services: Develops, coordinates, and implements the Electric & Gas emergency response plans including coordination with other City departments on emergency management response planning and activities. Develops, coordinates, and implements electric document management programs within Electric & Gas.

Essential Duties – Underground Utilities and Public Infrastructure Engineering

Assists with planning and conceptual design of public infrastructure projects. Creates detailed graphics for project exhibits. Coordinates and performs research and data analysis relative to the overall capital improvement plan. Assists with grant application development. Provides project planning, budget, and functional support by regularly working with project managers and engineers. Individuals in this classification are considered essential during emergency and storm situations.

Other Important Duties

Prepares correspondence, memoranda, reports, studies, agenda items and statistical summaries. Attends City Commission meetings as necessary and other meetings as required. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the various departmental projects, policies, and procedures. Thorough knowledge of appropriate municipal, state, federal, codes, ordinances, resolutions, and regulations. Knowledge of the principles of management and their application to the administration of department's/division's operations. Knowledge of the principles and practices of record keeping, statistical analysis and report writing. Ability to initiate and install administrative and technical programs, procedures, and systems and evaluate their effectiveness. Ability to carry out complex oral and written instructions. Ability to express ideas clearly and concisely, orally and writing. Ability to maintain effective working relationships as necessitated by the work. Ability to use a microcomputer and some associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, urban planning or a degree accepted in the field in which the vacancy exists and four years of technical, staff or administrative experience related to the core business practices in the department in which the vacancy exists; or an equivalent combination of training and experience.

Underground Utilities and Public Infrastructure (Administrative and Financial Services):

Possession of a bachelor's degree in accounting, finance, business or public administration or a related field and four years professional experience in grants administration, accounting, budget analysis, or auditing; or an equivalent combination of training and experience.

Underground Utilities and Public Infrastructure (Public Infrastructure Engineering):

Possession of a bachelor's degree in Civil Engineering, Urban and Regional Planning, Business or Public Administration or a related field and four years experience in urban planning, transportation planning, project management, or budget analysis; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

For those employees assigned to the Electric & Gas Utility: Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

Established: 06-01-95
Revised: 06-07-96
01-13-01
04-19-04*
04-14-07
11-02-09*
10-22-10
09-06-16
07-05-18
01-09-20
06-20-20
05-16-22
10-02-23

MAJOR FUNCTION

This is routine manual work performing housekeeping and custodial assignments in City buildings and associated premises. Employees in this class perform a variety of duties involving cleaning and minor maintenance of buildings. Duties involve performing manual duties such as sweeping, cleaning, mopping and waxing; scrubbing and polishing fixtures and mirrors; and replenishing lavatory supplies. Work may involve the moving or lifting of heavy objects or equipment. Custodial Worker II may act in a lead worker capacity. Instructions from supervisors are specific in nature and work is subject to close inspection during progress or upon completion for attainment of established standards of cleanliness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Sweeps and mops floors; cleans, waxes, and buffs vinyl-tile floors; washes windows and polishes furniture; dusts woodwork, furniture and other articles; collects paper and rubbish; mows lawns; cultivates trees and shrubs; and performs a variety of other grounds tasks; makes minor repairs to buildings, building equipment and furniture. Sets up rooms for meetings and special events. May inventory and replenish cleaning materials and supplies. Measures and mixes chemical and other solvents used in cleaning and disinfection procedures. Performs related work as required.

Other Important Duties

May provide routine security for assigned building in the evenings or on weekends. May pick up or deliver materials and supplies. May serve in a lead worker capacity and oversee the work of others engaged in the similar work. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of building cleaning practices, supplies and equipment. Ability to use equipment and supplies economically and efficiently. Ability to understand and follow simple oral and written directions. Ability to develop and sustain relationships conducive to successful work performance.

Minimum Training and Experience

One year of related work experience.

Necessary Special Requirements

For positions designated by the department director, individual must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Police Department: Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Revised: 05-31-83
08-05-85
02-08-90

MAJOR FUNCTION

This is responsible managerial and supervisory work responsible for management and oversight of the financial and administrative functions of the Aviation Department including accounting, operating and capital budgeting, capital improvement program funding, debt management, rate setting, human resources and payroll, purchasing and procurement, asset management, financial, statistical and regulatory reporting, and internal controls, procedures, rules and regulations. The incumbent exercises considerable independent judgment and a thorough working knowledge of regulations, laws and requirements that correlate to administering the financial and administrative functions of a commercial service airport. Work is performed under the general direction of the Director of Aviation. Work is reviewed through conferences, reports, observations, and by results obtained and is subject to periodic internal and external audit.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the Finance and Administration Division and plans, directs and administers the work of professional staff engaged in reviewing, recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other inventory resources allocated to the department. Monitors cash and fund balances, revenue and accounts receivable. Directs the capitalization of Airport's capital assets. Plans, organizes, directs and evaluates the performance of assigned staff. Acts as the principle advisor to the Director of Aviation and staff on financial, budgetary, accounting processes, human resources and payroll matters, procurement issues and implications of management decisions and policies. Oversees the development and implementation of short and long-range fiscal strategic planning initiatives to ensure that current and future fiscal needs are clearly identified and addressed. Develops and administers the annual operating and five-year capital budgets. Responsible for and oversees the rates and charges program and ensures that financial forecasting and long term financial planning are achieved. Participates in obtaining financing for projects through federal and state grants, Passenger Facility Charge programs, debt and other financing and airport revenues. Administers/coordinates with the Federal Aviation Administration and State of Florida Department of Transportation grants for airport improvement projects, including the Airport Capital Improvement Program and Passenger Facility Charges to obtain funds for airport development projects by accurately maintaining required documentation and ensuring adherence to grant terms and conditions. Monitors the flow of grant documents from initial application to the final reimbursement request. Ensures compliance with internal and external audits and compliance with bond covenants, procurement requirements, lease and concession agreements, grants, passenger facility charges and customer facility charges. Participates in the selection of consultants and contractors for airport projects. Prepares agenda items. Oversees the development of financial, statistical and regulatory reports, financial forecasts, financial feasibility analysis and ad hoc financial reports and models. Oversees the submittal of the year-end of financial statements and single audit schedules to the external auditors. Oversees the development and implementation of policies and procedures regarding the Airport's financial and administrative activities. Evaluates the need for new technology to meet need for financial processing, control and reporting requirements.

Other Important Duties

Participates in business development. Attends and participates in conferences and meetings of financial managers. May serve as acting director in the director's absence. Performs related work as required.

Knowledge, Abilities and Skills

Advanced knowledge of the principles and practices of airport administration; federal and state rules and regulations pertinent to airport operations and management; governmental budgeting, purchasing

and accounting methods; Federal Aviation Administration Airport Improvement Program and Florida Department of Transportation grants compliance; Passenger Facility Charge programs; and computer operations, systems and applications. Ability to identify, analyze and resolve complex issues; maximize revenues; and analyze and communicate at a superior level verbally and in writing; display an attitude of cooperation and work harmoniously with all levels of City employees, the public and other organizations. Skills to mandate or recommend appropriate corrective actions to remedy discrepancies and in resolving operational, technical and public relation problems. Ability to participate effectively in the formulation of departmental policies and procedures. Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques, systems and controls. Ability to supervise in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration, aviation management, or a related field with six years of professional financial, budgeting or accounting experience, three years of which shall be in a supervisory capacity. A master's degree in accounting, finance, or a related field or possession of a certificate as a Certified Public Accountant, Certified Internal Auditor or a Certified Management Accountant may be substituted for one year of the required experience.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 05-07-19

MAJOR FUNCTION

This is a highly responsible senior management position charged with providing leadership, direction, and oversight for a major segment of Aviation Department operations. Successful job performance requires management of a considerable variety of professional and complex work associated with Airport operations, security and information technology, finance and administration, properties and business development, capital programs and environmental compliance, facilities management, foreign trade, air service development, cargo operations, and legislative affairs. An employee in this class has on-going interaction with the public, media, contracted service providers, and officials of city, county, state, and federal organizations. The incumbent serves on the Airport senior management team and exercises considerable independent judgment, discretion, and initiative. Work is performed under the administrative direction of the Director of Aviation and is reviewed through performance appraisals, formal and informal discussions, reports, observations, and evaluation of completed projects.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists the Director of Aviation in all essential duties and helps develop and advance the strategic vision of the Airport. Responsible for planning, organizing, facilitating, and overseeing the operations of the assigned functional areas of the Aviation Department. Ensures service delivery within the assigned areas of operation is performed in a timely, complete, professional, safe, and secure manner. Scope of responsibility may include Airport operations and security, finance and administration, properties and business development, capital programs, facilities management, air service development, air cargo development, foreign trade zone operations, and legislative affairs. Areas of responsibility may include commercial air carrier, general aviation (GA), fixed base operator (FBO), and air cargo operations. Ensures compliance with all applicable rules and regulations that pertain to airport safety, security, and operations. Manages coordination with applicable state and federal regulatory agencies such as U.S. Customs and Border Protection (CBP), U.S. Foreign-Trade Zones Board (FTZ Board), Florida Department of Transportation (FDOT), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and National Transportation Safety Board (NTSB). Ability to interact professionally with agencies such as the Florida Department of Commerce, State and Local Chambers of Commerce, National Economic Development groups, the International Trade Administration, Tallahassee Police and Fire Departments, and other regulatory agencies. Responsibilities include management and oversight of the Airport Certification Manual, Airport Emergency Plan, and Airport Security Plan. Oversees Airport marketing, advertising, and communications. Responsible for overseeing the Airport's customer service programs. Responsible for directing activities related to the Airport's Title VI Nondiscrimination, Airport Concessions Disadvantaged Business Enterprise (ACDBE), and Disadvantaged Business Enterprise (DBE) programs. Ensures public affairs management including intergovernmental, community and media relations is conducted consistent with the City and Aviation Department mission and values. Directs staff in responding to inquiries from media, public and others. Assists in the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to the Director of Aviation. Inspects work performed within the Aviation Department. Directs work activities and programs of the department in coordination with other City departments, programs, and projects. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Promotes the facilities of the Airport to tourists, citizens, and community organizations and seeks opportunities for continued development within the City's vision for the Airport. Assures that contractual and compliance obligations with tenants are met. Monitors Airport contracts for professional and contractual services. Attends meetings and delivers presentations to the City Commission, City leadership, public officials, community groups, and other Airport stakeholders. Prepares and/or reviews Commission agenda items. Recommends the

selection, advancement, grievance resolution, discipline, and dismissal of subordinates. Evaluates employee performance and recommends merit increases. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Performs other Airport-related duties as assigned by the Director of Aviation.

Other Important Duties

Acts as the Director of Aviation in their absence. Serves on various boards and committees as the Aviation Department's representative. Directs other activities and manages special projects as assigned by the Director of Aviation. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of principles, practices, procedures, and requirements associated with airport operations and administration, including federal, state, and local regulations applicable to airport operations, passenger services and air cargo services. Knowledge of aviation industry best practices, policies, rules, economics, and business trends. Considerable knowledge of applicable FAA and TSA rules and regulations, advisory circulars, and other regulatory documents. Thorough knowledge of personnel policies, procurement policies and processes, finance, accounting, planning, development, grants, and the ability to apply them in a commercial airport environment. Thorough knowledge of the principles of supervision, training, and performance evaluation. Knowledge of airport business and economic development opportunities and requirements. Ability to plan, direct, supervise, manage, and organize programs and activities. Ability to engage and interact professionally with regulatory agencies such as the FAA, FDOT, TSA, NTSB, CBP, and the FTZ Board. Ability to effectively engage with the Tallahassee Police Department, Tallahassee Fire Department, and other emergency management agencies. Ability to effectively interface with the Florida Department of Commerce, State and Local Chambers of Commerce, National Economic Development groups, the International Trade Administration, and other stakeholder groups. Ability to prepare written business and technical reports and estimates. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to airport programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, manage, and present long-range Airport development plans and programs. Ability to communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's mission and values. Demonstrate strong interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Must exhibit a high degree of professionalism in the conduct of work activities and interactions. Must possess strong attention to detail and effective organizational skills.

Minimum Training and Experience

Possession of a bachelor's degree from an accredited college or university in airport/aviation management, accounting, finance, business or public administration, engineering, or a related field and six years of professional and administrative experience in aviation management/operations, commercial/economic development, finance, accounting, or administration, or similar military experience; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E driver's license at the time of appointment.

During emergency situations, these positions are considered essential, and employees must be available to work for extended hours or extended periods including being away from family for an extended timeframe.

Up to 25% travel may be required to fulfill the responsibilities of this position.

Established: 02-01-98
Revised: 03-01-00
10-10-03*
08-10-09*
06-17-10
06-22-10
03-24-12
06-27-24

MAJOR FUNCTION

This is responsible managerial work directing the operation, maintenance and security of the City's international airport. Work involves responsibility for the efficient and economical management, operation and maintenance of the airport and coordination of airport activities with federal and state agencies. Work is performed under the administrative direction of an Assistant City Manager and considerable independent judgment, discretion and initiative is exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel within the Aviation Department. Directs the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to an Assistant City Manager. Inspects work performed within the Aviation Department. Coordinates work activities and programs of the department with other City programs and projects. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Prepares reports, correspondence and grant requests. Responds to inquires from media, public and others. Promotes the facilities of the airport to tourists, citizens and community organizations and seeks opportunities for continued development within the City's vision for the airport. Assures that contractual obligations with renters are met. Monitors airport contracts for professional services. Assures that construction projects are completed within budget, in a timely and quality manner. Develops quality and productivity improvement capabilities to improve services and effectiveness. Conducts staff meetings. Addresses public and other groups. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Coordinates work activities, programs and projects that are under the auspices of the FAA. Hires, transfers, promotes, resolves grievances, disciplines and dismisses employees. Conducts performance evaluations and approves or denies merit increases. Performs related work as required.

Other Important Duties

Investigates and adjusts personnel problems that may arise from time to time. Attends and participates in conferences and meetings of department directors, the City Commission and others. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles and practices of all Federal Aviation Regulations (FAR) procedures and requirements. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of airport operations. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, and organize airport programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to airport programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range airport plans and programs. Ability to prepare clear and concise reports. Ability to communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's values and goals. Demonstrates interpersonal facilitation and

communications skills. Skill in the use of personal computers and associated programs and applications necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in airport management, public or business administration or a related field and seven years of administrative and managerial experience, three of which must have included airport facilities administration and management, and at least one of the following: long range airport planning, airport marketing, and contracts negotiations and administration; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Revised: 10-03-86
11-21-91
05-24-94
10-01-89
07-01-93
05-30-95
10-14-03*
08-22-08
05-14-09
02-06-19
01-01-20

MAJOR FUNCTION

This is skilled electrical work at the journeyman level in the maintenance, installation, alteration and repair of electrical systems, fixtures, motors, and equipment. The work involves the performance of skilled tasks in accordance with standard trade practices. Assignments are made in the form of written and oral instructions and may be accompanied by sketches and blueprints, although much work arises out of inspections and troubleshooting. Work is ordinarily performed independently, and is reviewed by inspection while in progress, upon completion, and through conferences.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Water Utilities: Troubleshoots, repairs, calibrates, and performs preventative maintenance on the Distributed Computer Control system and all associated equipment. Installs, repairs, and modifies a variety of plant equipment at all of the Water Utilities facilities consisting of treatment plants, pumping stations, water wells and reuse and irrigation facilities. This includes, but is not limited to, emergency generators, motor control centers/switchgear, motors, grinders, conveyors of different types, fans, blowers, compressors, pumps of different types, logic controllers, solid state motor starters, variable frequency drives, reduced voltage motor starters, rotary screw presses, rotary drum thickeners, large capacity gas fired rotary drum sludge dryers, gas fired thermal oil heaters, ejectors/scrubbers, electrically actuated valves, transformers, gas fired heat exchangers and all types of lighting and general electrical circuits. Maintains accurate and up to date instrumentation preventative maintenance schedules and calibration data on instrumentation, control systems and equipment. Maintains and repairs dryer and boiler, fuel, burner and safety management system devices and equipment. Plans, engineers, and implements various improvement projects to treatment plant, water well, pump station and irrigation facility controls and power systems. Troubleshoots, repairs, calibrates and performs preventative maintenance on the Water Utilities Systems Control and Data Acquisition System (SCADA). Performs preliminary assessment on pumps, fans, blowers, compressors, motors and electrically actuated valves. Perform related duties as required.

Airport: Installs, maintains, and repairs electrical and electronic airport equipment. Installs, monitors, inspects, tests, and repairs electrical transfer switches, transformers, low and medium high voltage switchgear and a variety of airport equipment, including heating and air-conditioning systems. Installs, inspects, and repairs electrical power and grounding cable systems using equipment that measures the resistance of electricity or the amount of electricity flowing through cables, and cable tracer to find short-circuit faulty insulation and breaks in low, medium, and high voltage cables and high voltage isolation transformers. Installs, monitors, and repairs high voltage, constant current regulators, trouble shooting problems identified by testing equipment, and diagnosing and installing new electrical or electronic parts. Installs and repairs all general light and power systems, adding new components and circuits, as necessary. Installs, inspects, and repairs a variety of specialized airport equipment, lights, approach and navigational aids, and power distribution control equipment. Locates and repairs electrical faults and faulty components in low, medium, and high voltage circuits of runway lights, security systems, air-conditioning, heating, and paging system. Designs and builds circuits and apparatuses to fulfill airport requirements. Designs and installs light power and control circuits necessary to accommodate growth. Locates and repairs electrical faults or faulty components in the public address and music system, diagnosing problems, installing new electronic parts, and adding components and circuits as necessary. Monitors, inspects and repairs emergency generators as necessary. Performs other related work as required.

Facility Maintenance: Repairs and installs fluorescent lighting fixtures and ballasts. Calculates load factor and wattage requirements that relate back to the main breaker for operation. Repairs and installs electrical outlets and switches by code and in accordance with amperage and voltage

requirements. Uses knowledge of control circuitry to troubleshoot, identify and repair electrical malfunctions on associated HVAC equipment, water pumps, motors, and fire control systems. Plans work to meet OSHA and National Electrical Code (NEC) codes and regulations and to ensure the safety of employees and citizens who may work in or have occasion to visit the work area. Identifies electrical circuits, inspects distribution centers, and identify circuits that are in trouble or determines what they are connected to in order to facilitate repair. Installs electrical wiring, piping and switches, according to the NEC requirements. Reviews plans for code compliance. Purchases electrical supplies such as conduit, wire, switches, connectors, and fittings for use in each specific job. Performs related work as required.

Other Important Duties

Performs related work as required, including on-call status.

Facility Maintenance: Repairs plumbing fixtures as appropriate for styles of plumbing fixtures and in accordance with basic code requirements. Performs carpentry, masonry and drywall repair or replacement and painting. Builds and powers up workstations with modular furniture and equipment. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Water Utilities: Considerable knowledge of standard practices, materials, tools, and equipment of the electrical trade. Knowledge of occupational hazards and safety precautions of the trade. Knowledge of local and national electrical codes. Knowledge in the installation, set-up, and calibration of different types of instrumentation used in water and wastewater utilities. Ability to maintain effective working relationships as necessitated by the work. Ability to understand and follow oral and written instructions, and to read and interpret blueprints, sketches and diagrams. Skill in locating and adjusting defects in electrical systems and equipment. Skill in the use and care of tools and equipment of the electrical trade.

Airport: Considerable knowledge of the standard practices, materials, equipment, and tools of the electrical trade. Considerable knowledge of airport electrical schematics. Knowledge of local and national electrical codes. Knowledge of the installation, maintenance, and repair of high voltage airport runway lighting systems. Knowledge of occupational hazards and safety precautions of the trade. Ability to maintain effective working relations as necessitated by the work. Ability to understand and follow oral and written instructions, and to read and interpret blueprints, sketches, and diagrams. Ability to design and build special airport circuitry as the need arises. Ability to troubleshoot and repair fire alarm system. Skill in locating and adjusting defects in electrical systems and equipment. Skill in the use and care of tools and equipment of the electrical trade.

Facility Maintenance: Considerable knowledge of the standard practices, materials, equipment, and tools of the electrical trade. Knowledge of local and national electrical codes. General knowledge of how pumps and motors operate. Knowledge of amperage and voltage requirements. Knowledge of occupational hazards and safety precautions of the trade. Knowledge of the electric requirements for the size and gauge of wire that will be required for specific repair or new installation. General knowledge of the building trade. Ability to maintain effective working relations as necessitated by the work. Ability to understand and follow oral and written instructions, and to read and interpret blueprints, sketches, and diagrams. Ability to make installations according to specifications. Ability to troubleshoot and repair fire alarm system. Ability to determine the products and material required for each specific job. Skill in locating and adjusting defects in electrical systems and equipment. Skill in the use and care of tools and equipment of the electrical trade.

Minimum Training and Experience

Water Utility: Possession of a high school diploma or an equivalent recognized certificate and completion of a recognized electrical apprenticeship program and three years experience at the journey level in the installation, maintenance and repair of industrial and commercial electrical systems and equipment.

Airport: Possession of a high school diploma or an equivalent recognized certificate and three years of journey level experience that includes the installation, maintenance, and repair of commercial or residential electrical systems and equipment.

Facility Maintenance: Possession of a high school diploma or an equivalent recognized certificate and completion of a recognized electrical apprenticeship program and three years of journey level experience that includes all phases of electrical power sources and mechanical equipment (HVAC, pumps and fire systems) maintenance and repair.

Necessary Special Requirements

Designated positions allocated to this class require possession of a City of Tallahassee Journeyman or higher electrician's license.

Must possess a valid Class E State driver's license at the time of appointment.

Designated positions allocated to this class require possession of the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 09-20-90
Revised: 12-12-91
02-04-92
10-25-01
04-21-04*
02-06-06
07-22-06
12-06-06
02-12-11*
12-22-11
11-25-13
04-20-23

MAJOR FUNCTION

This is skilled work in the operation of heavy and/or complex transportation, mowing and/or construction equipment. Work of incumbents in this class involves responsibility for the safe and effective operation of the heaviest or most complex types of equipment. Employees in this class receive general supervision from superiors, who lay out general work requirements. Employees are expected to use considerable judgment and skill in carrying out general instructions and in performing work to exact measurements. Direction may be given to a small group of laborers.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Drives tractor trailer rig, loaded and unloaded, with oil; loads and unloads petroleum products and operates certain mechanisms in these operations, such as pumps, valves, etc. Operates heavy type graders in finishing grading, blading and smoothing roads and cutting slopes and new grades to fine measurements and specifications. Fills holes, repairs road shoulders, does ditching and drainage loading and unlading gravel, shell and dirt and cleaning ditches and canals for drainage. Operates heavy crane in loading and unloading materials and equipment. Operates complex mowing equipment such as 580-d Toro 16 foot swath. Also, may operate heavy dozer, end loader, backhoe, vacuum sweeper, trash grabber and street flusher. Acts as crew leader on specified jobs. Performs related work as required.

Other Important Duties

May perform mechanical maintenance work on equipment. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the effective operation of heavy equipment. Knowledge of traffic and highway safety rules and regulations and of effective precautionary measures necessary to avoid accidents; the hazards involved in the use of heavy equipment and of the safety precautions to be taken; internal combustion engines and some skill in their repair. Ability to understand and carry out general instructions relating to construction and maintenance operations. Skills in the operation of heavy construction equipment. Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions.

Minimum Training and Experience

Completion of the eighth grade and three years of experience that includes the operation of specific heavy automotive equipment assigned. Directly related experience may be substituted on a year-for-year basis for the required education.

Designated positions in Underground Utilities: Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes the operation of specific heavy automotive equipment assigned.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

For designated positions allocated to this job class, applicants must obtain a Leon County Inmate Supervisory certification within 6 months of initial employment and maintain this certification, as a condition of continued employment in the position.

For designated positions allocated to this job class, applicants must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial employment and maintain this certification as a condition of continued employment in the position.

For designated positions allocated to this class and assigned to Underground Utilities, must obtain and maintain a valid Water Distribution System Operator Level III license in accordance with the Florida Department of Environmental Protection regulations, or a valid Wastewater Collection Class C license, as designated for the position, within 1 year as a condition of continued employment.

For designated positions allocated to this job class, applicants must obtain and maintain the Crane Qualification as required by OSHA 1926.1427 Safety and Health Regulations for Construction, Subsection, Cranes and Derricks in Construction, within 1 year of initial employment as a condition of continued employment in the position.

Revised: 05-13-83
02-08-90
01-13-92
01-13-00
09-07-02
04-21-04*
02-04-05
03-11-08
01-07-11
05-01-11
09-06-12
12-10-12
02-17-23

MAJOR FUNCTION

This is supervisory and manual work in various labor activities. Work is characterized by full-scale foremanship over labor crews and equipment. Work is performed under general supervision, but employees are expected to anticipate work assignments. Employees exercise independent judgment and make decisions within the scope of their specific assignments. Assignments are received in oral or written form and work is subject to frequent review and inspection by superiors.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, and assists a moderate to large size labor crew in setting forms and pouring curbs, sidewalks, gutters, driveways, head walls; fabricating traffic and street name signs; painting facilities; maintaining and installing pavement and markers; maintaining and installing fire hydrants; maintaining various grounds of City property; landscaping; maintaining bus related facilities; and building manholes. Supervises construction, cleaning and maintenance of storm and sanitary sewers and culverts; lays metal, clay, PVC, and concrete pipe. Lays out work for labor crews and inspects work during operation and upon completion determines materials required and estimates cost of job. Ensures all safety devices and equipment are properly placed for the safety of workers and equipment. Sets grades for surveyors stakes. Supervises the work of custodial service personnel. Trains custodial staff on new and improved cleaning and maintenance methods. Makes minor building and mechanical repairs. Recommends selection, advancement, transfer, discipline, dismissal, and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

Fire Department:

Supervises, directs, and assists subordinates in the maintenance and repair of infrastructure and power equipment for all fire department facilities. Oversees and manages tangible asset inventory. Obtains quotes and coordinates repairs, renovations and maintenance of fire department facilities, which includes assisting with the Department's Replacement and Repair of Infrastructure projects. Supervises employees engaged in purchasing and delivery of equipment associated with fire department facilities and apparatus obtained through approved requests. Performs special assignments and prepares reports on the productivity of this position and its subordinates. Conducts facility inspections and recommends corrective action and scheduling of repairs of HVAC, painting, plumbing, and electrical issues at all fire department facilities. Maintains existing building repairs and equipment history files. Assists subordinates in daily activities as needed.

Other Important Duties

Sets up meeting rooms and various audio-visual aids. Relays to individuals under his direction any general correspondence directed to all City employees. Facilitates the attendance of assigned employees at City sponsored training and events held during working hours. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of job duties and skills related to assigned maintenance and construction activities. Considerable knowledge of the standard tools and practices used in general labor operations, the occupational hazards and necessary safety precautions applicable to the work. Considerable knowledge of materials, supplies, equipment, and practices used in the cleaning and repair of buildings and facilities. Considerable knowledge of the operation and care of equipment, tools, and supplies related to cleaning buildings and facilities. Ability to lay out and supervise the work of a group of maintenance or custodial workers. Ability to understand and transmit oral and written

instructions, keep simple records and to make simple reports. Ability to establish and maintain effective working relationship as necessitated by the work.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience in building, mechanical or equipment maintenance and operation; directly related experience may be substituted on a year-for-year basis for the required education.

Necessary Special Requirements

At the time of appointment, must possess a valid State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment.

At the department director's discretion, designated positions in this class may require a valid Class E State driver license at the time of appointment.

Electric Utility: For positions assigned to the electric power plants, applicants must be medically certified to wear a respirator and successfully pass a respirator fit test prior to employment.

Public Works: For designated positions allocated to this job class, applicants must possess a Leon County Inmate Supervisory Certification or receive certification within 6 months of appointment and maintain certification as a condition of continued employment.

For designated positions allocated to this job class, applicants must possess a Florida Ornamental and Turf Pesticide License or receive certification within 2 months of appointment and maintain certification as a condition of continued employment.

For designated positions allocated to this job class, applicants must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial appointment and maintain certification as a condition of continued employment in the position.

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Fire: Must obtain NFPA 1851 certification within one year of appointment.

Revised: 02-28-79
02-09-90
01-22-92
04-09-94
04-20-83
11-11-91
03-24-93
01-13-99
08-01-00
11-27-00
10-01-03
02-10-04*
08-31-09
06-17-24
02-01-25

MAJOR FUNCTION

This is supervisory work in the maintenance of airport runway pavement, grounds, and sprinkler systems. Work is performed under the general direction of the Superintendent-Airport Maintenance. The incumbent is charged with ensuring the proper maintenance of runways and airfield grounds in accordance with Federal Aviation Authority (FAA) rules and regulation. Work is performed with considerable independent judgment and initiative in the performance of normal tasks. Work is reviewed through inspections, observations, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises and oversees the maintenance of roadways, runway, taxiways and aprons for asphalt sweeping and vacuuming; airfield, noise mitigation area, FAA Tower property and annex roadways for mowing in accordance with airport certification approvals; perimeter chain link fence and flower beds for weeding; edging and trimming along the terminal walkways, drives and landscape borders; mulching of beds; debris and trash pickup; mowing airport property; and perform routine and preventative maintenance on the sprinkler system. Prepares and maintains all required inventory and service reports on equipment in accordance with operation and maintenance manuals. Operates heavy crane in loading and unloading materials and equipment. Operates complex mowing equipment such as 580-d Toro 16-foot swath. Also, may operate heavy dozer, end loader, backhoe, vacuum sweeper, trash grabber and street flusher. Maintains records and files on specifications, diagrams, manuals, and warranties. Trains subordinate employees on proper operation of equipment. Recommends the selection, transfer, advancement, grievance resolution, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists with annual airport certification inspection. Keeps abreast of general and job specific developments, improvements, and innovations. Purchases equipment and materials, as are applicable to work tasks. Completes special projects as assigned. Performs related work as needed.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of grounds and asphalt maintenance, equipment, techniques, materials, and schedule. Considerable knowledge of FAA rules and regulations regarding airfield maintenance. Considerable knowledge of potential safety risks and hazards to ensure personal and occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to trades practiced; the hazards involved in the use of heavy equipment and of the safety precautions to be taken; internal combustion engines and some skill in their repair. Skills in the operation of heavy construction equipment and physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions. Ability to plan, assign, train, and review the work of subordinate employees. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the care and use of pertinent tools and equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of experience in the grounds and runway asphalt maintenance at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

In accordance with 49 CFR Part 1542, employee must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 01-16-10
Revised: 07-13-16
06-17-24

MAJOR FUNCTION

This is supervisory and technical maintenance and repair work involving the airport's terminal, control tower, fire station, maintenance complex, parking services office/booths, maintenance complex, and other ancillary facilities. The incumbent is charged with ensuring the proper operation, maintenance, repair and enhancement of designated mechanical and operating systems. Work is performed with considerable independence under the administrative direction of a higher-level supervisor. Work is reviewed through observation, conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises and oversees all routine HVAC maintenance repair work for the terminal, control tower, fire station, maintenance complex, parking services office/booths, maintenance complex, and other ancillary facilities. Performs routine and preventative maintenance of systems and infrastructure at the terminal building, ARFF building and FAA Tower including HVAC/Refrigeration, roof, motorized equipment, jet bridges, baggage carousel and conveyors, boilers and the oil and water separator. Coordinates the work of contractors for more serious problems and monitors their work for compliance with specified standards. Supervises and directs the work of employees assigned to manage the daily operation, maintenance, preservation, and enhancement of structural, mechanical, and operating systems and equipment to ensure compliance with designated standards. Responds to and resolves complaints regarding air conditioning, heaters, mechanical, technical, plumbing, and roofing problems. Makes routine repairs or adjustments to equipment. Provides technical trade services such as carpentry, concrete, pressure washing, painting, signage removal/installation, and gate repairs (mechanical components), as needed to preserve or enhance the structural components of the facility and its mechanical systems. Monitors contract maintenance work by vendors. Maintains inventory of tools and supplies. Obtains quotes for materials, supplies and services and interfaces with the Computerized Maintenance Management System (CMMS) for accurate record keeping. Responsible for the preparation of the annual expenditures for the unit. Recommends the selection, advancement, transfer, discipline, dismissal, and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists supervisor as directed. Assists with emergency preparedness and disaster relief planning and coordination. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of routine maintenance and functioning of air conditioning and heating equipment of large or commercial buildings. Considerable knowledge of potential safety risks and hazards to ensure personal and occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to trades practiced. Ability to perform routine maintenance of mechanical operating systems. Ability to read and interpret blueprints. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of technical work experience that includes the maintenance and repair of heating and air conditioning

systems and other structural, mechanical, and operating systems and equipment in non-residential buildings, or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment.

Must possess a Class B Air Conditioning Contractor's License.

In accordance with 49 CFR Part 1542, must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 05-13-06
Revised: 01-16-10
06-17-24

MAJOR FUNCTION

This is responsible administrative and supervisory work in planning, organizing and directing the financial and general administrative activities of the Aviation Department. An employee in this class is responsible for administering revenue and disbursement and general accounting functions, financial and statistical reporting, managing the department's general administrative affairs, preparing and administering operating and capital budgets and designing and implementing accounting procedures and internal controls. The incumbent exercises considerable independent judgment and professional knowledge of accounting principles, theories and practices, as well as knowledge of regulations, laws and requirements that correlate to the financial and administrative functions of a commercial service airport. Work is performed under the general direction of the Deputy Director – Airport Finance & Administration. Work is reviewed through conferences, reports, observations, and by results obtained and is subject to periodic internal and external audit.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs and administers the work of professional and clerical employees engaged in reviewing, recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other inventory resources allocated to the Aviation Department at the Tallahassee International Airport. Prepares the department's operating and capital budgets and directs all related control and reporting activities. Directs procurement, billing, collection, inventories, credit review and resolution of related problems. Prepares and analyzes the more difficult financial statements, reports summaries, schedules and statistical data reflecting the department's revenues and disbursement activities. Monitors the airport Rates and Charges Program and ensures long term financial planning benchmarks are achieved. Participates in identifying funding options for projects through federal and state grants, the Passenger Facility Charge Program, airport debt and other airport financing strategies. Coordinates with Federal Aviation Administration (FAA), State of Florida Department of Transportation (FDOT) and Transportation Security Administration (TSA) staff as necessary regarding airport grants and agreements to include the Airport Capital Improvement Program and Passenger Facility Charge Program. Manages activities associated with revenue reporting, monitoring, projection, and new revenue source generation. Monitors airport contracts for compliance, fiscal implications, administrative issues, and reporting requirements. Designs, implements and evaluates accounting forms, systems and procedures. Analyzes, evaluates and implements internal control procedures to improve efficiency and effectiveness of assigned administrative, accounting and financial operations. Plans and administers department self-audit functions. Assists internal and external auditors in the examination of department accounting activities, coordinating audits and preparation of schedules, and preparing and publishing required financial statements. Ensures the corrections of all adverse audit findings. Serves as a special staff person to research, analyze, and prepare special projects that impact the department and/or organization. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Participates in business development. Attends and participates in conferences and meetings of financial managers. May serve as the division manager in his/her absence. Performs related work as required.

Knowledge, Abilities and Skills

Thorough knowledge of professional accounting principles and practices of airport administration, federal and state rules and regulations pertinent to airport operations and management, office management, and the development, installation and maintenance of government accounting systems. Thorough knowledge of the source of information, accounting techniques and organization of information used in preparation of fiscal report statements, schedules and summaries. Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents. Thorough knowledge of federal, state and local laws, rules and regulations relating to airport financial records. Thorough knowledge of federal and state grant requirements to include the Federal Aviation Administration Airport Improvement Program, Passenger Facility Charge Programs and Florida Department of Transportation grant requirements. Considerable knowledge of the general principles of public financial administration, including budgetary processes and reporting requirements. Considerable knowledge of supervisory principles and practices. Knowledge of office methods and procedures and familiarity with the use of standard office equipment. Some knowledge of public relations principles and techniques. Ability to supervise in a manner conducive to full performance and high morale. Ability to communicate technical financial information to assure comprehension by departmental management. Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems. Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity. Ability to design, develop and supervise the implementation of revised and new airport accounting procedures, techniques and systems. Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to airports.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration, aviation management or a related field and four years of professional experience in public accounting and/or finance. Two years of supervisory experience is required and may be part of the aforementioned experience or in any work area. A master's degree in accounting, finance, or a related field or possession of a certificate as a Certified Public Accountant, Certified Internal Auditor or a Certified Management Accountant may be substituted for one year of the required experience.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 07-28-21

MAJOR FUNCTION

This is responsible administrative and supervisory work directing the operations of the Tallahassee International Airport's Properties & Business Development Division. The incumbent is responsible for developing and implementing market strategies; representing the Airport to the public, vendors, and others seeking to do business at the Airport. The incumbent provides oversight and management of aviation leases, properties and concessions management, business development and solicitation, aviation industry research, contract development and compliance monitoring. The incumbent develops applicable business standards and procedures to support the mission, overall goals, and objectives of the Tallahassee International Airport and manages the staff and resources assigned to the division. The incumbent exercises considerable independent judgment, discretion, and initiative in carrying out the daily operations of the Division under the administrative direction of a higher-level supervisor. Accomplishments are judged through conferences, customer feedback, written reports and observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the staff and resources dedicated to the Tallahassee International Airport's Properties & Business Development Division, including preparing and administering the division's personnel and operating budgets. Plans, assigns, supervises, and reviews the work of clerical and professional staff. Coordinates the collection and analysis of data designed to provide customer feedback and preferences regarding services and activities and measure the effectiveness of programs and initiatives. Observes, monitors and/or provides oversight to staff regarding tenant compliance and performance under contract provisions. Directs airport properties and development programs and contributes to strategy and decision-making regarding business opportunities. Negotiates, develops, and administers leases, licenses, contracts and agreements for airport properties and facilities. Assures compliance with federal, state, and local laws, rules, and codes related to airport leasing activities and marketing. Develops and maintains airport documents to include Airport Leasing Procedures, Minimum Standards for Commercial Aeronautical Activities, and Airport Rules & Regulations. Manages the ACDBE Program to ensure compliance with 49CFR Part 23 and to meet City established goals. Develops and manages the Airport Concession Disadvantaged Business Enterprise (ACDBE) and Title VI programs and coordinates periodic ACDBE outreach events and Title VI workshops. Develops request for proposals, bids, agreements, and amendments; reviews and/or recommends business deals and takes the lead in coordinating Airport business development. Develops business solicitations (RFPs, RFQs, Bids etc.), chairs and serves on selection committees and prepares agenda items recommending City Commission action. Administers and oversees the maintenance of all leasehold and concession records and/or documents ensuring follow through on contract compliance issues. Responds to customer complaints regarding Airport operations. Coordinates tenant relations, communications, and assistance programs. Maintains liaison with City's legal staff, tenants, and contracting parties relative to property leases, concession contracts, management agreements, and other business matters. Prepares reports and project proposals for discussion with the Director of Aviation. Prepares reports, memoranda, speeches, and correspondence. Addresses public and private groups. Recommends the selection, placement, promotion, training, development, and discipline of division staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Coordinates presentations that showcase Airport amenities, educational programs, and business opportunities. Represents the Airport's interests at local, state, and national events, while delivering the Airport's message. Keeps informed of major industry trends and developments. Attends external and/or city sponsored developmental opportunities to increase general and industry specific knowledge base. Oversees the Airport's volunteer Ambassador Program and customer service initiatives. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills:

Thorough knowledge of research methods and techniques, and methods of presentation. Knowledge of lease and concession transaction procedures. Ability to deal tactfully and effectively with the traveling public, media, department/division directors and other employees. Ability to creatively and effectively draft a variety of documents such as reports, marketing plans, and pamphlets. Ability to formulate creative strategy for handling a wide range of communications/marketing issues. Knowledge of the form and content of leases, licenses, concessions, and contracts as related to the rental of facilities, concessions, and related airport services. Knowledge of the air transportation industry, including the functions and operations of other agencies, organizations, tenants, and users as related to airports. Knowledge of airport property management philosophies and techniques. Ability to organize time, prioritizes on-going work programs, and utilizes resources for maximum benefit. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to optimum performance. Possesses excellent group process and facilitation skills. Skill in the use of computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a Bachelor's degree in journalism, marketing, public relations, communications, business or public administration, or a related field and four years of work experience at the professional level or higher in either of the degree areas listed above; or an equivalent combination of training and experience. At least one year of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 01-10-07

Revised: 06-17-21

MAJOR FUNCTION

This is advanced professional accounting work covering the various phases of financial, accounting, and administrative management, control, and analysis, and/or providing accounting or fiscal support for federal and state contracts and grants. Primary functions involves general government fund accounting activities of the City in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards, including an advanced knowledge of governmental and fund accounting principles. Work includes advanced accounting expertise in grants management and knowledge in the Federal CFRs, state and local rules associated with public grant funding, Work assignments are received in general form indicating results desired with little, if any, guidance on how to complete assignments. Work is reviewed through audits, internal checks, reports, observation, and by results obtained. Work is performed independently under the general direction of a supervisor or manager. May supervise lower-level professional or administrative personnel.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs complex governmental and fund accounting and financial analysis work in accordance with generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR) standards. Prepares, reviews, and verifies complex journal entries. Reviews, analyzes, balances, and prepares reconciliations of various funds and accounts. Prepares financial and statistical statements, reports, analyses, and studies. Compiles monthly and quarterly financial statements, statistical or annual reports and statements, special reports, and analyses as required. Coordinates and/or prepares the City's Annual Comprehensive Financial Report, Schedule of Expenditures of Federal and State Awards, Official Statements, and meaningful and informative interpretative financial and special reports and analyses. In financial reporting, follows guidelines and work quality to assure the receipt of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. Researches, reviews, and interprets federal, state, and local laws, rules, regulations, policies, procedures, and professional principles. Recommends and implements accounting and administrative controls that safeguard resources, reliability of financial information, and compliance requirements. Performs or assists with studies related to utility, enterprise, internal service, and general governmental rates and charges. Performs duties involving administrative responsibilities associated with Financial Management, grant management and reporting, budget preparation and other financial and administrative support activities. Assists in compiling and assembling capital budgets, program budgets and operating budgets. Works collaboratively with internal and external partners, staff and administrators across City government, often serving as a liaison between parties, conducting grant research, project design, budget preparation, providing technical accounting assistance and oversight. Prepares draft billings or drawdown of grant funds for assigned grant programs. Monitors accounts receivables and revenues related to assigned funds or grants. Assist in the preparation of the Single Audit Schedule. Ensures projects are closed in an accurate and timely manner. Serves as an expert to staff and other departments or divisions regarding grant related financial policies, guidelines, practices, and financial systems. Interacts with other departments and divisions in responding to inquiries, conducting special reviews, and ensuring compliance. Reviews contract terms and conditions to ensure they are appropriately set up in the financial system, as well as assisting with audit requests when needed. May assign, review, and supervise the work of lower-level accounting or financial systems staff Gathers information for capital project status quarterly reports. Prepares budget transfer forms with accompanying object code logic and justification. Provides testing support for accounting system upgrades and new module implementations and assists with accounting system integrations. Performs related work as required.

Other Important Duties

Provides technical information and accounting assistance relative to the quarterly program budget report. Works closely with other accounting and financial staff on financial reporting issues in Payroll, Accounts Receivable, Accounts Payable, Fixed Assets, capital projects, object codes, and year-end closeout activities. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities And Skills

Extensive knowledge of generally accepted accounting principles (GAAP), and governmental accounting, audit, and financial reporting (GAAFR) standards, including governmental fund accounting principles, and auditing standards and procedures. Considerable knowledge of fiscal and administrative control principles, methods and financial analysis principles, grants management policies and procedures. Ability to prepare, review, and approve very complex journal entries, as well as various financial statements and reports. Ability to identify nuanced complex accounting errors or deficiencies and take corrective action in accordance with GAAP. Ability to maintain accurate and complete accounting and/or financial records. Thorough knowledge of regulations regarding grant proposals and application procedures, funding eligibility guidelines, and the transfer of funds between projects. Ability to prepare accurate and timely financial and special reports and analyses. Ability to establish and maintain effective working relationships with other employees, officials, and the general public. Skilled in the operation of standard office equipment including calculator, computer and associated programs, and related financial and report writing applications. Works well independently and takes initiative, with minimal direction from a supervisor or manager.

Minimum Training And Experience

Possession of a bachelor's degree in accounting or finance or a related field and seven years of professional accounting, grants administration, budgeting, or finance experience; or possession of a master's degree in accounting or finance and six years of related experience; or possession of a bachelor's degree in accounting or finance, a CPA, CGFM, CPFO (or equivalent) certification, and five years of related experience; or possession of an associate degree in accounting, finance or a related field and nine years of related experience.

Necessary Special Requirements

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Aviation: In accordance with 49 CFR Part 1542, employees assigned to the airport must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 02-10-87

Revised: 01-10-90

12-15-93

06-11-99

07-11-00

09-29-03*

08-10-09*

02-14-12

01-03-24

06-05-24

08-01-24

MAJOR FUNCTIONS

This is professional, administrative and supervisory work assisting in directing airport operations, security and safety. Work involves the administration and supervision of employees engaged in airport operations, security and safety. Work is performed under the general direction of the Director-Airport. The incumbent is expected to exercise considerable independence and initiative in the performance of daily tasks. Work is reviewed through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, schedules and directs the work of personnel and other resources engaged in operations, security and safety. Prepares reports, administers annual operations budget and controls expenditures of the division. Monitors requisitions and expenditures for the airport operations, security and safety units. Assists in developing department procedures concerning airport facility planning, rules and regulations and operational policies. Maintains copies of all airport operations records and files. Revises and maintains the airport certification manual, airport emergency plan and airport security program. Attends airlines manager's terminal progress meetings. Monitors Aircraft Rescue and Fire Fighting (ARFF) and Airport Police operations. Writes, updates, and enforces operating policies for ground transportation companies. Makes oral and written presentations on programs, projects, and other matters to the Director-Airport, various city and county boards, commissions, and other bodies. Directs the activities of airfield, hanger and air terminal area; provides for airport security and safety; directs airport operations; enforces airport rules and regulations. Develops quality and productivity improvement capabilities to improve services and productivity. Assures conformance with federal, state, and local laws, rules, and codes with respect to the airport. Schedules and directs flight inspections to check pilot controlled lighting and runway approaches for uncharted obstructions affecting navigable airspace. Compiles and publishes monthly operations statistics. Recommends the selection, transfer, promotion, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assist Director and Deputy Director as requested on major programs and projects for the department. Acts as Director-Airport in his/her absence, as may be designated. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of airside, landside and terminal operations and airfield maintenance procedures, techniques, and problems. Thorough knowledge of airport operations, airport security and pertinent property management methods and techniques. Thorough knowledge of FAA rules and regulations, FAA Advisory Circulars and Transportation Security Administration regulations pertaining to airport operations and airport security. Considerable knowledge of aircraft/airspace operating rules and regulations. Considerable knowledge of ground-based aids to navigation systems. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, review and supervise the work of subordinate employees. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationship with subordinates, peers, administrators, airline executives, and the general aviation public. Possesses management style and values consistent with the City's mission and values. Demonstrates interpersonal facilitation and

communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, or a related field and five years of professional experience in airport operations at an air-carrier airport; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity at an FAA Part 139 certified airport.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-23-85

Revised: 11-12-87

04-05-89

08-04-89

09-19-94

04-20-95

08-11-97

10-14-03*

09-15-09*

10-01-13

MAJOR FUNCTION

This is administrative, professional, and managerial work directing the upkeep, preventative maintenance and repair of all facilities and grounds belonging to the City and situated on the 2,800 acres of land occupied by the Tallahassee International Airport. The incumbent manages staff that includes professionals, licensed trades workers, technicians, and service/maintenance personnel, and ensures that all work is performed in adherence to standards set by state and federal regulatory bodies, airport administration, and contractual obligations. Duties also include serving as liaison with contractors and bidders on minor repair and maintenance contracts. Assignments received allow for considerable independent judgment and initiative in the selection of work methods and procedures for the Facilities Management Division to achieve desired standards in efficiency and effectiveness. Work is performed under the general supervision of the Director/Deputy Director of Aviation and the work is reviewed through observations, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, schedules and directs the Facilities Management Division for maintenance, repair and minor construction (including but not limited to structural, mechanical, electrical, and plumbing systems in the airport, its ancillary facilities, grounds, paved areas, lighting, exterior signage and airline passenger boarding bridges to meet or exceed standards set by regulatory bodies, airport administration, and contractual obligations and to assure continuous uninterrupted airport terminal, ancillary facilities and airfield operations. Ensures all required inspections and permits (i.e. Elevator, Fire Extinguishers, Fire Alarm System, Boiler etc.) are current. Ensures staff's compliance with Federal, State and Local requirements. Directs the interface with airport tenants to ensure that on-going maintenance and preventative maintenance management processes and procedures are in place to mitigate and correct problems in a timely, cost-efficient manner. Prepares and monitors division's annual operating and capital budgets to assure functional responsibilities are accomplished on time and within budget constraints. Develops specifications for all minor construction and contractual services provided to the airport and its ancillary facilities. Ensures preventative maintenance schedules are established for equipment and monitors warranties, as appropriate. Coordinates Facilities staff for emergency exercises. Coordinates and ensures Facilities Management staff support to capital project development/construction. Keeps required records and reports. Directs on-call and after-hours maintenance for airport. Recommends the selection, transfer, advancement, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations for approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists Director/Deputy Director of Aviation as requested on major programs and projects for the department. Acts for Director/Deputy Director of Aviation as designated. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the operation and maintenance of the airline terminal, FAA Air Traffic Control Tower (ATCT), Aircraft Rescue and Fire Fighting (ARFF) Station, Hangars, and Freight buildings. Considerable knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules and regulations. Working knowledge of FAA Grant Assurances and FAA Advisory Circulars. General knowledge of the standard practices, tools, and terminology of the electrical trade. General knowledge of the construction and functions of airport electrical systems. General knowledge of the occupational hazards of the electrical trade and of the necessary precautions that may be employed. Some knowledge of high voltage current regulators. Some

knowledge of automatic high voltage switching systems and emergency transfer panels. Knowledge of standard housekeeping practices. Ability to read and comprehend blueprints, electrical diagrams, and printed circuit diagrams. Ability to draw electrical and printed circuit diagrams. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, plan, assign, instruct, review, and evaluate work assignments of supervisory employees. Ability to establish and maintain building and facility inspection checklists and associated documentation required to demonstrate proof of compliance. Skill in the care and use of pertinent tools and equipment. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, architecture, aviation business administration or construction management and five years of technical and professional experience that includes facility maintenance and operations at an air-carrier airport or a large-scale aviation facility; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment and maintain same, as a condition of continued employment.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 08-11-97
Revised: 01-29-01
10-14-03*
03-25-08
09-15-09*
09-24-14
11-14-24

MAJOR FUNCTION

This is complex supervisory and technical work involving the installation, monitoring, routine maintenance and repair of electrical equipment and specialized lighting at the airline terminal, runways, and related facilities and grounds of the Tallahassee International Airport. Work is performed under the general direction of the Superintendent-Airport Maintenance, allowing for considerable independent judgment and initiative in the performance of normal tasks. Work is reviewed through inspections, observations, conferences reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

With general direction from the Superintendent-Airport Maintenance, plans, organizes and supervises the daily work of electricians engaged in the installation, inspection, maintenance and repair of electrical equipment and specialized lighting for the airline terminal, general aviation facilities, FAA control tower, crash rescue, freight buildings, airport grounds and ancillary airport facilities. Maintains emergency generators, transfer switches, chiller systems, fire alarm, sprinkler, and pump systems, and the security systems and related equipment. Develops schedule for, supervises and assists with preventative maintenance on all electrical systems, electrical equipment and lighting, as is appropriate. Collects information relative to applicable industry improvements; and makes recommendations regarding cost reduction measures. Coordinates electrical repairs with other tradesmen and contractors, as is applicable. Repairs and maintains electrical systems associated with HVAC systems, including thermostats and control circuits. Calibrates electrical systems and equipment, as is necessary. Coordinates the maintenance and installation of all communications equipment. Inspects electrical lighting and power systems to ensure compliance with FAA and OSHA standards. Prepares and maintains all required reports. Maintains records and files on specifications, diagrams, manuals and warranties. Trains subordinate employees. Recommends hiring, transfer, advancement, grievance resolution, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Provides input for preparation of the division's annual operating budget. Keeps abreast of general and job specific developments, improvements and innovations. Purchases equipment and materials, as are applicable to work tasks. Completes special projects as assigned. Performs relate work as needed.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

General knowledge of the operation and maintenance of an airline terminal, FAA tower, crash rescue and freight buildings, and considerable knowledge of the installation, maintenance and repair of related electrical equipment and high voltage lighting. Considerable knowledge of FAA rules and regulations regarding taxiway and runway lighting. Knowledge of standard practices, tools and terminology of the electrical trade. Knowledge of the construction and functions of airport electrical systems, occupational hazards of the electrical trade and the applicable safety. Knowledge of solid-state equipment, including printed circuit boards. Ability to plan, assign, train, and review the work of subordinate employees. Ability to prepare reports, analyze data, make procedural decisions, read and interpret blueprints, and diagrams. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the care and use of pertinent tools and equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and four years of journeyman experience in the electrical trade, or an equivalent combination of training and experience. At least two years of the required experience shall be in electrical construction or maintenance at a commercial service airport.

Necessary Special Requirements

In accordance with FAR, employee must successfully complete a security and personal background check prior to employment. Possession of a valid class "E" State driver's license at the time of appointment.

Within six months of employment, must obtain a journeyman electrician certificate issued by the City of Tallahassee and maintain same as a condition of continued employment.

Established: 02-06-03
Revised: 04-26-04*
04-30-25

MAJOR FUNCTION

This is complex supervisory and technical work involving the daily operation functions of the airport and directing related safety and security issues with air carriers, fixed base operators, tenants, federal and state agencies and airport vendors. Work is performed under the general direction of the Superintendent-Airport Operations, allowing for considerable independent judgment and initiative in the performance of daily tasks. Work is reviewed through inspections, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists the Superintendent-Airport Operations in planning, organizing and supervising daily airside and landside activities. Ensures compliance with Federal Aviation Regulations and directs daily airfield operations with air carriers, tenants, fixed-base operators (FBO's), and other federal, state and local officials as required. Issues appropriate notices to airmen (NOTAMS) when hazards exists and initiates closure of all or parts of the airport, if necessary. Supervises airport safety and security measurers; conducts regular inspections of airport facilities and evaluates operations. Conducts studies relative to airport improvements; explores and develops new sources of airport revenue and cost reduction measures. Coordinates and updates airport certification and security manuals. Collaborates with supervisors on long-range planning for equipment and personnel needs. Coordinates matters relative to air traffic with local FAA office. Acts as on-scene commander during emergencies until relieved by senior management person. Inspects aircraft movement areas; reports discrepancies and follows up to ensure corrective action is completed in a timely manner. Inspects all public areas of roadway, parking lots, and building facilities. Prepares and maintains all required reports relating to field conditions and equipment status. Represents airport management during other than normal working hours. Trains subordinate employees. Recommends the selection, transfer, advancement, and discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Recommends adjustments to the division's annual operating budget. Keeps abreast of general and job specific developments, improvements and innovations. Completes special projects as assigned. Performs relate work as needed.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of airport operations. Considerable knowledge of FAA rules and regulations and FAA Advisory Circulars pertaining to airport operations and noise control. Considerable knowledge of air terminal and airfield maintenance procedures, techniques, and problems. Knowledge of airport management, budgeting and personnel administration. Must possess strong leadership abilities. Ability to plan, assign, train, review and supervise the work of subordinate employees. Ability to prepare reports, analyze data, make procedural decisions, and administer programs. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration or a related field and three years of experience in airport operations at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-03-91

Revised: 07-25-00

03-27-02

09-15-09*

10-21-11