

Position	Job Description	Annual_Salary
Chief Legal Officer	This is advanced professional work in overseeing the organization's contracts administration function. This position directs staff in the preparation of proposals and the negotiation and administration of contracts in accordance with company policies, legal requirements and government regulations. This position provides guidance on complex contracts and is responsible for the preparation of contracts, operating agreements and leases between the Jacksonville Aviation Authority (JAA) and its airport system and third parties. Work requires knowledge of contract administration and legal principles relevant to procurement, contract and aviation law. Contacts with others require a positive customer focus with the ability to influence people, supervise staff, coordinate the administrative functions of the division, and ensure compliance with laws and regulations to which JAA is subject.	170,690.24
Senior Executive Assistant	Receives, reviews and distributes accordingly all mail directed to the executive office. Prepares written correspondence and answers routine inquiries from the public. Performs high level administrative support including managing the executive calendar, typing correspondence, screening calls, greeting visitors, maintaining all correspondence files for the Executive leader and the Board and coordinating materials for any Executive leader presentations.	72,042.80
Chief Executive Officer	As head of the Authority, this position is responsible for the direction of all organizational and administration programs and operations with the objectives of maximizing service to customers and local commerce and optimizing returns on capital investments. Establishes short- and long-term goals and objectives; formulates corresponding plans for implementation and adherence. Conducts and coordinates measures to achieve funding and facility/service expansion necessary for the realization of established organizational interests and strategy. Develops and participates in marketing initiatives, promoting and sponsoring organizational campaigns and programs. Represents organization with its major customers, the financial community, local and national government, and internationally establishing optimal organization-wide productivity. Manages and maintains a working environment and culture throughout the agency that is conducive to outstanding employee engagement.	305,000.00
Director of Marketing	Facilitates growth through the execution of effective marketing programs, the establishment of mutually beneficial business alliances and the introduction of flexible business models. Provides leadership and expertise in developing relationships with airline and air cargo decision-makers to grow and expand JAA's offerings and services. Develops domestic and international passenger service for both business and leisure travel. Manages budget and controls costs by facilitating intelligent forecasting.	148,810.70
Marketing and Public Relations Manager	Establishes and maintains appropriate communication with airport customers, operators, and economic development organizations. Plans, coordinates, and communicates development and marketing activities. Forecast and monitors the airport revenue program and recommends alternate sources of revenue derived by airport tenant's activities.	83,716.10
Marketing and Community Programs Manager	Conducts research pertaining to specific travel needs and patterns of Northeast Florida/Southeast Georgia travelers. Conducts market research, review data trend analysis collect other information as it pertains to all JAA owned airports. Analyzes data trends as they relate to all JAA owned airports and distills research into easily understood tables, graphs and written reports for use in the achievement of the department's objectives.	63,973.20

Sr. Web Developer and Multimedia Designer	Manages the development, content, design, updating and marketing of the organization multiple websites and business applications. Designs all graphic items the JAA produces, conceptualizing and creating all projects from simple business cards to digital advertisements and everything in between (brochures, billboards, annual reports, video clips and other brand development). Designs, maintains, and enhances graphic design material to support interactive content.	102,804.70
Electronics and Communications Technician	Plans, oversees and coordinates the successful planning and delivery of strategic enterprise systems. Develops system requirements. Evaluates alternative solutions. Coordinates and drives delivery across software vendors and stakeholders. Conducts business process mapping. Manages a matrix of internal teams and remote resources to ensure timely project delivery.	80,870.40
Database Administrator	Designs, installs, monitors, maintains and performance-tunes SQL databases while ensuring high levels of data availability. Maintains database systems. Oversees and ensures adherence to database policies/procedures. Designs and implements database structures. Deploys and tests database codes. Authors and maintains database documentation. Develops corporate reports from SQL Databases using various reporting tools. Performs back-ups, upgrades new setups and installations.	107,757.50
Help Desk Administrator	This professional computer operations support work ensuring the proper functioning of end-users' computer programs and equipment. Work requires a seasoned understanding and application of computer technology theories, principles and practices which is gained through a combination of education, training and substantial related on-the-job experience.	67,912.00
IT Infrastructure Manager	Oversees the telephony, data center, security systems, networks, databases, servers, storage and other electronic infrastructure. Implements standard processes for IT change management, IT risk management, IT security, quality assurance and project deployment. Develops long-term plans for enterprise data and voice network services, storage and related	127,680.20
IT Project Manager	Plans, oversees and coordinates the successful planning and delivery of strategic enterprise systems. Develops system requirements. Evaluates alternative solutions. Coordinates and drives delivery across software vendors and stakeholders. Conducts business process mapping. Manages a matrix of internal teams and remote resources to ensure timely project delivery.	126,952.30
Director of Information Technology	Directs all IT functions to meet customer requirements, ensuring support for and maintenance of existing applications. Manages a team of technology professionals. Analyzes complex business needs presented and recommends technical solutions. Establishes electronic information systems to maximize the efficiency of diverse operations and ensure seamless communication of information between and within departments. Works within corporate governance structure to identify organizational priority for technology investments.	154,415.30
Electronics and Communications Technician	This is technical work responsible for deploying, maintaining and repairing Jacksonville Aviation Authority (JAA) systems such as the CCTV security video, access control, and parking & revenue control, in a timely and efficient manner. Work requires advanced knowledge of electronic and computer principles, mechanics of telecommunication devices and equipment, knowledge of database definition and administration principles and practices.	80,870.40

Cyber Security Administrator	Maintains and troubleshoots all aspects of the Information Security Technologies, specifically Information Security enforcement and software such as web filtering, firewalls and device management. Ensures the safety of Jacksonville Aviation Authority's (JAA's) information system assets by detecting and preventing potential cyber-attacks. Develops and implements the information security strategy and architecture.	95,917.50
Personal Computer Technician	Provides specialized support work in operating and maintaining computer systems; specifically, the audio/visual (AV), desktop, laptop and related hardware/software environment. The work requires a knowledge of principles, concepts and practices of large-scale multi-operating computer systems and data centers; computer operating system commands; computer hardware components, and environmental control systems and equipment.	59,800.00
Network Administrator	Manages all network firewall and VOIP hardware, software and equipment, including routers, switches hubs, voice gateways, desktop phones and VPSs. Makes necessary changes to corporate phone system. Ensures network connectivity of all workstations and other technology end points. Recommends, schedules and performs network and VOIP improvements, upgrades and repairs. Maintains network and VOIP component inventory and diagrams.	85,000.24
Director of External Affairs	Represents JAA at local, state, federal and international levels in order to educate and promote overall organizational interests. Maintains current knowledge of legislation and industry trends that impact JAA. Directs the activities of external consultants involved in legislative and political services on behalf of JAA. Serves as liaison with the JAA's local, state, and federal lobbying representatives and is proactive in communicating potential impacts or outcomes of legislative proposals.	154,415.30
Human Resources Business Partner	Manages the full range of Human Resource ("HR") programs and services, including talent acquisition, compensation, employee relations and engagement, performance management, policy and procedure administration, EEO compliance and labor relations. Promotes the JAA Cornerstone of Culture, "One Team, One Direction," by serving as a strategic partner, employee champion and change agent that aligns with the principles of Fairness, Accountability, Integrity and Respect (F.A.I.R.). Manages the recruitment process for assigned client groups in a legally compliant manner, ensuring the employment of highly qualified talent and facilitating a positive experience for candidates and department managers. Assesses and anticipates HR-related needs of the organization.	101,438.90
Human Resources Benefits Manager	Manages the day-to-day activities involved in an efficient bi-weekly payroll, including the review of all approved personnel changes. Enters new-hire and benefit changes in the payroll/personnel management system. Facilitates the payroll & benefits section of New Hire Orientation. Maintains the various pay, deduction and payroll statistical data reports. Coordinates the flow of employee pay and benefits data between the Human Resource Department and the Accounting Department.	113,499.86
Risk and Safety Manager	Manages risk and insurance programs of the airport/airport system to assess and control exposure to accidental losses. Coordinates a comprehensive safety program, including workers' compensation claims, risk mitigation and other activities. Recommends the purchase of adequate insurance coverage and interacts with brokers, insurers, investigators, adjusters and attorneys. Ensures compliance with federal/state safety, health and environmental regulations, and promotes safe work practices and the elimination of environmental hazards.	95,161.56

Human Resources Business Partner	Manages the full range of Human Resource (“HR”) programs and services, including talent acquisition, compensation, employee relations and engagement, performance management, policy and procedure administration, EEO compliance and labor relations. Promotes the JAA Cornerstone of Culture, “One Team, One Direction,” by serving as a strategic partner, employee champion and change agent that aligns with the principles of Fairness, Accountability, Integrity and Respect (F.A.I.R.). Manages the recruitment process for assigned client groups in a legally compliant manner, ensuring the employment of highly qualified talent and facilitating a positive experience for candidates and department managers. Assesses and anticipates HR-related needs of the organization.	99,452.50
Director of Human Resources	Implements HR strategies, plans and goals by establishing and managing department accountabilities for all aspects of talent acquisition, department budget, compensation, health and wellness benefits, employee relations, employee engagement, workforce training and development, performance management, succession planning, workers’ compensation, employee safety, policies and procedures, records management, EEO compliance and labor relations. Provides daily leadership and direction required to ensure compliance with established policies and procedures, and state and federal guidelines. Provides leadership in the creation of HR Programs that address organizational development needs/projects by identifying and clarifying issues and priorities, communicating and coordinating requirements, compiling detailed project plans, delegating effectively, measuring milestones, addressing barriers and demonstrating flexibility while driving desired outcomes.	126,183.90
Customer Service Representative	Provides timely and effective customer service support to internal and external customers. Greets visitors, screens incoming calls at the JAA reception desk. Provides helpful and accurate answers to routine inquiries. Prepares professional, factual and timely responses to customer contacts.	47,548.80
Training and Development Manager	Confers with management, supervisors and employees to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business initiatives and technologies. Assesses development needs and coordinates suitable training solutions for various levels of employees. Researches, creatively designs, implements and facilitates regular programs to educate and enhance performance.	95,014.66
Procurement Clerk II	Provides clerical work in compiling information and organizing records to support the drafting of purchase orders for the procurement of materials and services. The work requires knowledge of governmental procurement practices, procedures, laws and regulations.	57,720.00
Procurement Administrator	Ensures the proper administration of the Procurement Code, local, state, federal governmental regulations, Federal Aviation Regulations, and other applicable rules. Coordinate with TSA on security requirements as needed for related projects. Provide input and guidance to the Director of Procurement for improvements and changes to Procurement Code. Recommends improvements to procurement department processes and procedures.	83,425.78
Inventory Clerk	Administrative support clerical work responsible for capturing and recording manufacturer and supplier information from materials, and parts and supplies in the inventory management system to aid in the re-ordering process and provide internal and external customer service.	43,326.40

Procurement Administrator	Ensures the proper administration of the Procurement Code, local, state, federal governmental regulations, Federal Aviation Regulations, and other applicable rules. Coordinate with TSA on security requirements as needed for related projects. Provide input and guidance to the Director of Procurement for improvements and changes to Procurement Code. Recommends improvements to procurement department processes and procedures.	76,980.00
Procurement Administrator	Ensures the proper administration of the Procurement Code, local, state, federal governmental regulations, Federal Aviation Regulations, and other applicable rules. Coordinate with TSA on security requirements as needed for related projects. Provide input and guidance to the Director of Procurement for improvements and changes to Procurement Code. Recommends improvements to procurement department processes and procedures.	63,292.60
Storeroom Clerk	This is administrative support clerical work in receiving, recording, storing and issuing materials, equipment and supplies using the Centralized Receiving Operation (CRO). The work requires knowledge of storeroom and warehousing principles, practices and procedures which involve the operation of standard office, storeroom and warehouse equipment such as small hand tools, forklifts, computers, copiers and calculators and can be learned on the job	53,497.60
Procurement Manager	Directs and actively participates in the day-to-day activities associated with the Jacksonville Aviation Authority's (JAA's) centralized procurement function. Ensures the procurement of the highest quality of supplies, contractual services, professional services and capital improvements at the greatest economic value. Directs the solicitation of goods and services and the awarding of contracts. Directs the warehousing, inventory and distribution of goods stored in JAA's storerooms. Directs the recycling and management of surplus goods.	83,989.40
Procurement Clerk II	Responsible for clerical work in compiling information and organizing records to support the drafting of purchase orders for the procurement of materials and services. The work requires knowledge of governmental procurement practices, procedures, laws and regulations which is usually gained through job experience. Contacts require courtesy, tact and effectiveness in dealing with others to request or provide information, ask questions and obtain clarification.	57,720.00
Procurement Administrator	Ensures the proper administration of the Procurement Code, local, state, federal governmental regulations, Federal Aviation Regulations, and other applicable rules. Coordinate with TSA on security requirements as needed for related projects. Provide input and guidance to the Director of Procurement for improvements and changes to Procurement Code. Recommends improvements to procurement department processes and procedures.	63,640.46
Warehouse Manager	Manages the work of subordinate staff, develops and oversees the implementation of administrative procedures that are critical to the success of the Warehouse Operation and support of the Procurement Department as a whole. Oversees the requisitioning of goods and services, including receiving, issuing, warehousing and shipping of products in the main storeroom and at satellite storeroom locations. Provides advice and assistance to all departments regarding the timely procurement, inventory and distribution of the best possible goods and services, at the lowest costs.	102,804.78

Office Services Clerk/Receptionist	Responsible for clerical support work including collecting, managing, sorting and distributing outgoing and incoming correspondence at the Jacksonville Aviation Authority (JAA). Incumbent also provides courier services for the JAA. Work requires knowledge of mail weighing, sorting and processing policies, procedures and techniques	45,926.40
Inventory Clerk	Serves as the principal emergency services liaison to other City departments, assists in the activation and management of the Airport Emergency Operations Center during a declared emergency event/incident on airport property, governmental agencies, local nonprofit organizations, and private businesses. Plans, organizes, administers, and oversees the operations of the communications and emergency dispatch systems in the Airport Operations Control Center (AOCC). Develops an effective emergency preparedness program; serves as the key leader in the planning and coordination of operations.	43,326.40
Procurement Administrator	Ensures the proper administration of the Procurement Code, local, state, federal governmental regulations, Federal Aviation Regulations, and other applicable rules. Coordinate with TSA on security requirements as needed for related projects. Provide input and guidance to the Director of Procurement for improvements and changes to Procurement Code. Recommends improvements to procurement department processes and procedures.	52,141.18
Senior Accountant	Maintains and audits financial records, accounts, ledgers, and journals. Develops new and modifies existing accounting procedures. Analyzes complex financial reports and records. Prepares journal entries and posts transactions to proper accounts. Prepares summaries, trial balances and related reconciliations. Conducts advanced functions related to month end closing of financial modules. Reconciles and balances financial statements and accounting records and ledgers. Performs variance analyses and prepares account reconciliations. Oversees, monitors and reviews the work of Staff Accountants. Operates computer using word processing, spreadsheet, database and various accounting software.	66,143.60
Chief Financial Officer	As a key member of the Executive Management team, this position reports to the CEO and JAA's Board of Directors and assumes a strategic role in the overall management of the Jacksonville Aviation Authority (JAA). Planning, implementing, managing and controlling all financial-related activities of the JAA, the Chief Financial Officer has direct responsibility for accounting, finance, strategic forecasting, budgeting, property management, deal analysis and negotiations, and private/public financing.	179,224.75
Revenue Compliance Specialist	This is professional work in the management and coordination of the Jacksonville Aviation Authority's (JAA) revenue reporting and contract compliance program. The work requires seasoned knowledge of accepted government accounting principles, methods and standards, and regulatory compliance requirements.	84,041.10
Senior Accountant	Maintains and audits financial records, accounts, ledgers, and journals. Develops new and modifies existing accounting procedures. Analyzes complex financial reports and records. Prepares journal entries and posts transactions to proper accounts. Prepares summaries, trial balances and related reconciliations. Conducts advanced functions related to month end closing of financial modules. Reconciles and balances financial statements and accounting records and ledgers. Performs variance analyses and prepares account reconciliations. Oversees, monitors and reviews the work of Staff Accountants. Operates computer using word processing, spreadsheet, database and various accounting software.	66,127.10

Senior Accountant	<p>Maintains and audits financial records, accounts, ledgers, and journals. Develops new and modifies existing accounting procedures. Analyzes complex financial reports and records. Prepares journal entries and posts transactions to proper accounts. Prepares summaries, trial balances and related reconciliations. Conducts advanced functions related to month end closing of financial modules. Reconciles and balances financial statements and accounting records and ledgers. Performs variance analyses and prepares account reconciliations. Oversees, monitors and reviews the work of Staff Accountants. Operates computer using word processing, spreadsheet, database and various accounting software.</p>	87,584.70
Revenue Accounting Manager	<p>Supervises subordinates by approving, assigning, monitoring, reviewing and evaluating their work. Provides direct assistance to CFO and the Director of Finance in all areas of finance reporting, budgeting and supervision of finance staff. Assists in implementing the CFO's investment directions and manages investment functions to ensure compliance with JAA's investment policy. Conducts month-end closing of financial modules and prepares monthly financial statements for management and the JAA Board of Directors.</p>	85,300.28
Cash Application Specialist	<p>This is a professional level accounting work in maintaining accounting and finance records for accounts receivable. The work requires an understanding of basic accounting principles and the ability to accurately apply those principles to the application of daily cash receipts, banking transactions, and customer invoicing. This work is vital to seamless monthly processing of customer payments as it involves working closely with customers to account for reoccurring payments via credit cards, physical checks, and bank ACHs. Contact with others requires courtesy, tact and effectiveness in gathering and providing the necessary information. Daily responsibilities include transactional recording of payments to the bank, accounts receivable, and invoice generation. The majority of the work is structured and routine, and tasks are governed by departmental and generally accepted accounting procedures. .</p>	60,112.00
Accounting Manager	<p>Supervises subordinates by approving, assigning, monitoring, reviewing and evaluating their work. Provides direct assistance to CFO and the Director of Finance in all areas of finance reporting, budgeting and supervision of finance staff. Assists in implementing the CFO's investment directions and manages investment functions to ensure compliance with JAA's investment policy. Conducts month-end closing of financial modules and prepares monthly financial statements for management and the JAA Board of Directors.</p>	98,505.42
Accountant	<p>Generates accounts receivable invoices. Keys accounts payables invoices and reviews invoice registers. Applies payments to customers' accounts. Reconciles assigned general ledger accounts. Prepares journal entries. Responds to inquiries from other JAA departments. Prepares and enters budget transfers. Prepares daily cash report. Verifies, inputs and retrieves financial data transactions in computer system. Reviews charge backs of credit cards. Assists with contacting customers for payments and resolves discrepancies. Responsible for cash management. Performs bank statement reconciliations. Performs other duties as required.</p>	53,000.00

Accountant	Generates accounts receivable invoices. Keys accounts payables invoices and reviews invoice registers. Applies payments to customers' accounts. Reconciles assigned general ledger accounts. Prepares journal entries. Responds to inquiries from other JAA departments. Prepares and enters budget transfers. Prepares daily cash report. Verifies, inputs and retrieves financial data transactions in computer system. Reviews charge backs of credit cards. Assists with contacting customers for payments and resolves discrepancies. Responsible for cash management. Performs bank statement reconciliations. Performs other duties as required.	53,000.00
Accountant	Generates accounts receivable invoices. Keys accounts payables invoices and reviews invoice registers. Applies payments to customers' accounts. Reconciles assigned general ledger accounts. Prepares journal entries. Responds to inquiries from other JAA departments. Prepares and enters budget transfers. Prepares daily cash report. Verifies, inputs and retrieves financial data transactions in computer system. Reviews charge backs of credit cards. Assists with contacting customers for payments and resolves discrepancies. Responsible for cash management. Performs bank statement reconciliations. Performs other duties as required.	53,000.00
Capital Project Manager	Manages the entire project coordination process from concept initiation through construction closeout. Ensures compliance with federal, state and local laws, regulations and policies for assigned projects. Coordinates, supervises and reviews the work of consultants to ensure compliance with the approved scope of work and fee for preliminary and final design, bidding and construction phase services.	111,793.50
Contracts Administrator	Assists in the management of leases and other revenue generating activities that support the Authority's objective of fiscal responsibility and financial sustainability. Provides lease administration services to include the drafting of all bid/proposal packages, leases, operating agreements, use permits, easements, licenses and similar documentation. Coordinates with appropriate governmental agencies and the JAA's legal counsel to ensure all agreements and related documentation are in compliance with local, state and federal laws in addition to JAA Rules and Regulations and JAA General Aviation Minimum Standards.	74,838.14
Sr Manager of Engineering and Construction	Manages the work of Capital Project Managers, Contract Administrators and Senior Engineers in the Planning & Development department. Manages multiple on-going architectural and engineering (A/E) design and construction contracts. Develops and executes the annual capital budget and 5-year CIP. Prepares or directs the development of construction cost estimates.	142,977.12
Design & Construction Engineer	Develops Requests for Proposals (RFPs) for architectural and engineering (A/E) design services. Evaluates fee proposals submitted by consultants. Oversees and supervises engineering design contracts. Reviews construction projects procured through the Procurement Department. Coordinates construction undertaken by the State of Florida, the City of Jacksonville and local utility providers at or in the vicinity of the JAA's airports	126,186.90
Planning and Environmental Administrator	Provides funding advice to senior members of the Planning and Development Department and JAA airport managers. Maintains capital programming documents and funding requirements for JAA's 5-year Capital Improvement Plan (CIP). Develops funding strategies for capital projects and initiates the process for obtaining required funds from FAA, FDOT and other funding sources.	82,762.70

Auto CADGIS Specialist	Prepares as-built and CADD drawings. Manages files associated with both CADD and GIS drawings. Reviews, updates and maintains electronic drawings/files from architects and engineers using CADD and GIS software. Updates all master drawings with conditions of as-built construction drawings.	64,639.00
Planning & Grants Administrator	Provides funding advice to senior members of the Planning and Development Department and JAA airport managers. Maintains capital programming documents and funding requirements for JAA's 5-year Capital Improvement Plan (CIP). Develops funding strategies for capital projects and initiates the process for obtaining required funds from FAA, FDOT and other funding sources.	57,975.58
Contracts Administrator	Oversees the capital budget requirements for construction consulting services, administration of contracts that must be procured through formal bid and/or solicitation process. Prepares requisitions and manages purchase orders for consultant and contractor services needed for capital projects. Coordinates with finance department to ensure that budgeted funds are available in the financial management system.	82,753.58
Capital Project Manager	Manages the entire project coordination process from concept initiation through construction closeout. Ensures compliance with federal, state and local laws, regulations and policies for assigned projects. Coordinates, supervises and reviews the work of consultants to ensure compliance with the approved scope of work and fee for preliminary and final design, bidding and construction phase services.	99,225.10
Sr Manager Aviation Planning and Development	Formulates long-term plans for the development of effective aviation systems, programs and facilities in accordance with local, state and federal regulatory requirements. Evaluates effectiveness of current facilities and formulates alternative approaches as necessary to satisfy external demand and JAA objectives. Implements programs to mitigate any adverse environmental impacts of aviation program development.	110,883.50
Senior Properties Administrator	This is advanced professional work in lease negotiation, business development and property management. Work requires an advanced level of knowledge, understanding and application of real estate, property administration, budget forecasting and marketing theories, principles and practices gained through a combination of education, training and considerable on-the-job experience	71,047.68
Senior Properties Administrator	This is advanced professional work in lease negotiation, business development and property management. Work requires an advanced level of knowledge, understanding and application of real estate, property administration, budget forecasting and marketing theories, principles and practices gained through a combination of education, training and considerable on-the-job experience	71,065.28
Parking and Grounds Transportation Manager	Oversees and manages the parking and ground transportation activities, including but not limited to, on and off airport parking, shuttle bus operations, taxi and shuttle concessions, valet and frequent parking programs. Manages the contract compliance with all third-party vendors, contractors and firms to include the review and approval on billing, permitting, authorized services, personnel or vehicles, and activities provided within JAA controlled parking and ground transportation areas. Provides direct supervision to Administrator positions responsible for a specific aspect or aspects of airport parking and/or ground transportation being handled directly by the JAA.	109,718.40
Director of Business Development	Responsible for the management and development of Jacksonville Aviation Authority's (JAA's) real estate assets to better serve the public and support a fiscally responsible and self-sustaining enterprise. Negotiates leases with aviation and non-aviation tenants on behalf of JAA. Develops and implements, lease rates, pricing strategies and lease terms to maximize value to, and minimize risk for JAA.	154,415.30

Properties Manager	Manages and markets JAA's properties, including but not limited to, land and facility leasing, concessions, advertising, timber management and cell tower management with a focus on regulatory compliance, revenue growth and diversification. Negotiates leases with aviation and non-aviation tenants on behalf of JAA. Manages JAA assets so as to preserve and enhance the value of such assets and minimize any potential risk to JAA.	97,920.50
Properties Administrator	This is professional work in the management and use of property owned by the Jacksonville Aviation Authority (JAA) and facilities located at Jacksonville International Airport, Herlong Recreational Airport, Jacksonville Executive at Craig Airport, and Cecil Airport. The position assists in the management of leases and other revenue generating activities that support the Authority's objective of fiscal responsibility and financial sustainability.	58,565.10
Facilities Mechanic I	This is skilled craft work in the repair and maintenance of the infrastructure and all mechanical systems at JAA facilities. This position is responsible for adjusting, servicing and repairing HVAC, electrical, and plumbing systems; to include preventative maintenance. This position will also perform masonry, carpentry, electrical security gate repair, locksmith and painting activities.	54,724.80
Facilities Mechanic II	This is skilled craft work responsible for installing, operating, maintaining, and repairing HVAC, electrical, and plumbing systems within the Jacksonville International Airport Aviation Authority. This position will also perform masonry, carpentry, locksmith and painting activities.	64,584.00
Director of Engineering & Facilities	This is a professional position tasked with leading the Jacksonville Aviation Authorities (JAA)'s engineering & facilities departments. These departments provide both direct and indirect support to all four (4) airports owned and operated by the JAA. The work requires advanced knowledge of airport construction, FAA engineering and construction management guidelines and procedures, detailed knowledge of large-scale facilities and plant maintenance programs and techniques, along with extensive knowledge of the administration of both operating and capital budgets. The position oversees and supervises the work of subordinates involved in department activities and interacts with numerous departments and business partners regarding project coordination and execution.	143,325.30
Facilities Leadsman	This is work performing semi-skilled, skilled, and facilitating work involving maintenance and repair of infrastructure and all mechanical systems throughout JAA buildings. Provides assistance when required at JAXEX, Herlong, and Cecil Airport. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating electrical, HVAC, plumbing, structural and other facilities services which is gained through a combination of training and extensive experience. Plans, assigns, facilitates and evaluates the work of assigned staff.	70,616.00
Facilities Electrician III	This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.	68,057.60
Facilities Construction Mechanic II		64,584.00

Facilities Mechanic II	This is skilled craft work responsible for installing, operating, maintaining, and repairing HVAC, electrical, and plumbing systems within the Jacksonville International Airport Aviation Authority. This position will also perform masonry, carpentry, locksmith and painting activities.	67,038.40
Facilities Mechanic II	This is skilled craft work responsible for installing, operating, maintaining, and repairing HVAC, electrical, and plumbing systems within the Jacksonville International Airport Aviation Authority. This position will also perform masonry, carpentry, locksmith and painting activities.	67,870.40
Facilities Painter	This is semi- skilled craft work in coordinating the daily painting operations of airside and landside areas. The position is responsible for maintaining paint schemes airside and landside at JIA and may provide backup painting services for airside.	57,720.00
Laborer	This is service and maintenance work in performing maintenance within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in maintenance work which is learned on the job. The incumbent will have contact with passengers, visitors, and employees and will require basic courtesy and tact.	39,707.20
Senior Manager of Landside Facilities	This position is responsible for the leadership and management duties of all Landside facilities maintenance activities. Oversee through direct reports those responsible for: custodial services; technical trades servicing building, plumbing, electrical, and HVAC maintenance activities; and the operation and maintenance of the Hold Baggage System (HBS). Work also includes oversight of construction maintenance repair projects, computerized work order and reporting system, serving in special work groups requiring multi-disciplinary participation and the oversight of capital projects within the organization. The position also assists with and coordinates capital improvement projects with other departments as required.	108,045.20
Facilities Leadsman	This is work performing semi-skilled, skilled, and facilitating work involving maintenance and repair of infrastructure and all mechanical systems throughout JAA buildings. Provides assistance when required at JAXEX, Herlong, and Cecil Airport. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating electrical, HVAC, plumbing, structural and other facilities services which is gained through a combination of training and extensive experience. Plans, assigns, facilitates and evaluates the work of assigned staff.	72,924.80
Facilities Administrator	This is advanced level professional administrative work in planning, coordinating, and monitoring projects and administration activities within the Facilities Department, with four (4) cost center accounts.	58,028.62
Facilities Mechanic I	This is skilled craft work in the repair and maintenance of the infrastructure and all mechanical systems at JAA facilities. This position is responsible for adjusting, servicing and repairing HVAC, electrical, and plumbing systems; to include preventative maintenance. This position will also perform masonry, carpentry, electrical security gate repair, locksmith and painting activities.	54,724.80

Computerized Maintenance Management System Coordinator	This is technical administrative work in establishing managing and auditing ongoing comprehensive preventative maintenance and work order system. This position is responsible for the overall integrity and quality of the Facilities Department work order and asset database. The work requires knowledge of computerized maintenance management systems (work order) and administrative principles and procedures of tracking projects usually gained through education and on-the-job experience. Contact with others requires courtesy, tact, and effectiveness in dealing with customers to request or provide information, ask questions or obtain clarification	49,046.40
Facilities Leadsman	This is work performing semi-skilled, skilled, and facilitating work involving maintenance and repair of infrastructure and all mechanical systems throughout JAA buildings. Provides assistance when required at JAXEX, Herlong, and Cecil Airport. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating electrical, HVAC, plumbing, structural and other facilities services which is gained through a combination of training and extensive experience. Plans, assigns, facilitates and evaluates the work of assigned staff.	70,616.00
Facilities Mechanic I	This is skilled craft work in the repair and maintenance of the infrastructure and all mechanical systems at JAA facilities. This position is responsible for adjusting, servicing and repairing HVAC, electrical, and plumbing systems; to include preventative maintenance. This position will also perform masonry, carpentry, electrical security gate repair, locksmith and painting activities.	54,724.80
Laborer	This is service and maintenance work in performing maintenance within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in maintenance work which is learned on the job. The incumbent will have contact with passengers, visitors, and employees and will require basic courtesy and tact.	39,707.20
Laborer	This is service and maintenance work in performing maintenance within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in maintenance work which is learned on the job. The incumbent will have contact with passengers, visitors, and employees and will require basic courtesy and tact.	39,707.20
Facilities Mechanic I	This is skilled craft work in the repair and maintenance of the infrastructure and all mechanical systems at JAA facilities. This position is responsible for adjusting, servicing and repairing HVAC, electrical, and plumbing systems; to include preventative maintenance. This position will also perform masonry, carpentry, electrical security gate repair, locksmith and painting activities.	54,724.80
Facilities Garage Foreman	This is skilled work in supervising and operating the Jacksonville Aviation Authority's motor pool facility to ensure equipment is maintained in the best possible condition and returned to service in a timely manner. This position is responsible for operating and maintaining the automated fuel dispensing station located at JIA, tracking all transactions by computer and maintaining all fuel related records. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating facilities motor pool services which is gained through a combination of training and extensive experience. Plans, assigns, directs and evaluates the work of assigned staff.	83,387.20

Facilities Grounds Foreman	This is skilled work in supervising personnel utilized to maintain both airside and landside grounds for the Jacksonville International Airport (JIA). This position is responsible for performing all assigned duties related to maintaining safe and attractive grounds and landscaping for the JIA, through oversight of all work performed by facilities grounds personnel and contractors. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating airside and landside grounds inspections and repairs in accordance with all FAA requirements, Florida Department of Transportation regulations (FDOT), JAA policies and procedures, and Airport Rules and Regulation which is gained through a combination of training and extensive experience. Plans, assigns, directs and evaluates the work of assigned staff.	83,241.60
Facilities Sign Shop Technician	This is semi- skilled craft work in responsible for the technical operation of the Authority's signage production program in the Facilities Department, including the operation of automated computerized signage layout and design system. This position is also responsible for weaving, painting, cutting of backing materials and metal sheeting, and the installation of all signs at Jacksonville International and may provide signage for Cecil Airport, JAXEX, and Herlong airports.	62,150.40
Laborer	This is service and maintenance work in performing maintenance for both airside and landside grounds for the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in maintaining grounds work which is learned on the job.	39,707.20
Facilities Garage Mechanic II	This is skilled craft work ensuring all fleet, landscape, and needed equipment is fully operational and properly maintained. The Garage Mechanic is responsible for the servicing, repairing, and adjusting small engines, tractors, buses, car/vehicles, Aircraft Rescue Fire Fighting equipment and other heavy equipment. This position is responsible for properly and accurately diagnosing the problems and situations.	64,584.00
Facilities Painter Mechanic I	This is semi- skilled craft work in coordinating the daily painting operations of airside and landside areas. The position is responsible for maintaining paint schemes airside and landside at JIA, in addition to performing Technician I duties and may provide backup painting services for GA Airports. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow	59,800.00
Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds associated with day-to-day operations of all JAA airports. . The Facilities Technician I is responsible for the maintenance of runways, taxiways, and airport roads utilizing appropriate equipment. This position is also responsible for the tasks within office buildings and hangars. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. The work involves differing situations requiring use of judgment in searching for solutions or new applications. The work is performed primarily indoors and outdoors where there are some risks and hazards, but they are known, predictable, and controllable.	55,993.60
Facilities Mechanic Welder	This is skilled craft work performing all welding and metal fabrication for Jacksonville Aviation Authority maintenance activities at all four airports. The work requires knowledge of the techniques, methods, and procedures used in manufacturing from raw materials, repair and maintenance of equipment, gates, fencing, ladders, and all other metal in an industrial environment.	64,584.00

Facilities Electrician III	This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.	67,912.00
Facilities Electrical Foreman		81,307.20
Facilities Garage Mechanic II	This is skilled craft work ensuring all fleet, landscape, and needed equipment is fully operational and properly maintained. The Garage Mechanic is responsible for the servicing, repairing, and adjusting small engines, tractors, buses, car/vehicles, Aircraft Rescue Fire Fighting equipment and other heavy equipment. This position is responsible for properly and accurately diagnosing the problems and situations.	64,812.80
Facilities Leadsman		74,172.80
Executive Assistant	This is administrative work in coordinating a variety of departmental support functions to support the Authority's motor pool to ensure equipment is maintained in the best condition. The work requires seasoned knowledge of motor pool operations and administrative principles, methods, practices and procedures which is gained through a combination of training and substantial on-the-job experience.	43,680.00
Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds associated with day-to-day operations of all JAA airports. . The Facilities Technician I is responsible for the maintenance of runways, taxiways, and airport roads utilizing appropriate equipment. This position is also responsible for the tasks within office buildings and hangars. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. The work involves differing situations requiring use of judgment in searching for solutions or new applications. The work is performed primarily indoors and outdoors where there are some risks and hazards, but they are known, predictable, and controllable.	55,993.60
Facilities Technician II	This position is responsible for operating machinery and heavy equipment needed to perform activities require to maintain various properties of the Authority. This position is responsible for supervising crews on various construction projects/may on occasion monitor personnel on the airfield.	61,276.80
Facilities Electrician III	This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.	67,912.00

Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds associated with day-to-day operations of all JAA airports. . The Facilities Technician I is responsible for the maintenance of runways, taxiways, and airport roads utilizing appropriate equipment. This position is also responsible for the tasks within office buildings and hangars. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. The work involves differing situations requiring use of judgment in searching for solutions or new applications. The work is performed primarily indoors and outdoors where there are some risks and hazards, but they are known, predictable, and controllable.	54,724.80
Facilities Technician II	This position is responsible for operating machinery and heavy equipment needed to perform activities require to maintain various properties of the Authority. This position is responsible for supervising crews on various construction projects/may on occasion monitor personnel on the airfield.	61,276.80
Facilities Garage Mechanic I	This is semi-skilled entry level craft supporting all fleet, landscape, and equipment to ensure equipment is fully operational and properly maintained. The Garage Mechanic I is responsible for providing support to other mechanics and conducting preventive maintenance services for all JAA vehicles and equipment. This position is responsible for properly and accurately identifying the problems and recommending solutions or fixing all fleet equipment.	61,276.80
Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds associated with day-to-day operations of all JAA airports. . The Facilities Technician I is responsible for the maintenance of runways, taxiways, and airport roads utilizing appropriate equipment. This position is also responsible for the tasks within office buildings and hangars. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. The work involves differing situations requiring use of judgment in searching for solutions or new applications. The work is performed primarily indoors and outdoors where there are some risks and hazards, but they are known, predictable, and controllable.	54,724.80
Facilities Painter Mechanic I	This is semi- skilled craft work in coordinating the daily painting operations of airside and landside areas. The position is responsible for maintaining paint schemes airside and landside at JIA, in addition to performing Technician I duties and may provide backup painting services for GA Airports. The work is semi-routine in that tasks are covered by somewhat diversified procedures and precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow	59,800.00
Facilities Electrician III	This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.	67,912.00

Facilities Electrician III	This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.	67,912.00
Sr. Manager of Airside Facilities	This position is responsible for the leadership and management duties of all airside facilities maintenance activities including, fleet garage activities, airfield taxiway/runway repair, maintenance and painting, pavement and grounds maintenance, and high voltage substation/electric systems. Work also includes oversight of construction maintenance repair projects, computerized work order and reporting system, and serving in special work groups requiring multi-disciplinary participation and the oversight of capital projects within the organization. The position also assists with and coordinates capital improvement projects with other departments as required.	106,050.10
Laborer	This is service and maintenance work in performing maintenance for both airside and landside grounds for the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in maintaining grounds work which is learned on the job.	39,707.20
HBS Mechanic	This is skilled craft work in the repair and maintenance of mechanical equipment associated with the automated baggage handling conveyor systems.	64,584.00
HBS Mechanic	This is skilled craft work in the repair and maintenance of mechanical equipment associated with the automated baggage handling conveyor systems.	67,641.60
HBS Mechanic	This is skilled craft work in the repair and maintenance of mechanical equipment associated with the automated baggage handling conveyor systems.	64,584.00
HBS Mechanic	This is skilled craft work in the repair and maintenance of mechanical equipment associated with the automated baggage handling conveyor systems.	64,584.00
HBS Mechanic	This is skilled craft work in the repair and maintenance of mechanical equipment associated with the automated baggage handling conveyor systems.	64,584.00
Facilities HBS Electrical Mechanic	This position is responsible for operating, maintaining, troubleshooting, and repairing the Hold Baggage Screening (HBS) equipment, and associated controls as necessary.	66,560.00
Facilities Leadsman	This is work performing semi-skilled, skilled, and facilitating work involving maintenance and repairs of Hold Baggage Screening (HBS) mechanical systems throughout JAA. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating HBS repairs and preventative maintenance programs. Plans, assigns, facilitates and evaluates the work of assigned staff.	72,009.60
Facilities HBS Electrical Mechanic	This position is responsible for operating, maintaining, troubleshooting, and repairing the Hold Baggage Screening (HBS) equipment, and associated controls as necessary.	66,560.00
Facilities HBS Foreman		80,870.40
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20

Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Facilities Lead Attendant	This is working service position that requires facilitating, planning, and coordinating the day-to-day operations of facility maintenance cleaning for a medium hub commercial service airport. The work requires knowledge of the methods, techniques, and practices used in facilitating, planning and coordinating facilities maintenance and support services which is gained through a combination of training and extensive experience. Assigns, facilitates and evaluates the work of assigned staff.	50,044.80
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
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Facilities Lead Attendant	This is working service position that requires facilitating, planning, and coordinating the day-to-day operations of facility maintenance cleaning for a medium hub commercial service airport. The work requires knowledge of the methods, techniques, and practices used in facilitating, planning and coordinating facilities maintenance and support services which is gained through a combination of training and extensive experience. Assigns, facilitates and evaluates the work of assigned staff.	50,044.80
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
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Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Facilities Lead Attendant	This is working service position that requires facilitating, planning, and coordinating the day-to-day operations of facility maintenance cleaning for a medium hub commercial service airport. The work requires knowledge of the methods, techniques, and practices used in facilitating, planning and coordinating facilities maintenance and support services which is gained through a combination of training and extensive experience. Assigns, facilitates and evaluates the work of assigned staff.	50,044.80

Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
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Facilities Lead Attendant	This is working service position that requires facilitating, planning, and coordinating the day-to-day operations of facility maintenance cleaning for a medium hub commercial service airport. The work requires knowledge of the methods, techniques, and practices used in facilitating, planning and coordinating facilities maintenance and support services which is gained through a combination of training and extensive experience. Assigns, facilitates and evaluates the work of assigned staff.	50,044.80
Facilities Attendant	This is service and maintenance work in performing custodial services within the Jacksonville International Airport Aviation Authority. Work requires the knowledge of work routines and procedures used in custodial work which is learned on the job.	39,707.20
Police Officer VI	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	72,737.60
Corporal	This is protective service work in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations and apprehending criminals.	81,910.40
Police Officer III	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	61,089.60

Corporal	This is protective service work in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations and apprehending criminals.	85,550.40
Corporal	This is protective service work in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations and apprehending criminals.	81,910.40
Access Control Specialist	This is advanced clerical work performing frontline pass and identification (ID) badging functions, including the collection and transmission of biographical data and biometric information related to the authorization of airport access. As a "trusted agent", the work of an Access Control Specialist requires knowledge of the procedures required to process requests for Security Identification Display Area (SIDA) badges, Air Operations Area (AOA) driver permits, other secure area and general badges for air carriers, tenants, concessionaires, contractors, federal and airport employees and any combination thereof.	48,152.00
Sergeant I	A Police Sergeant performs first-line supervision of the activities of police and civilian employees on a shift who are engaged in Police Activities such as patrol duty, K-9, traffic regulatory activities, criminal investigations, community relations etc. This position monitors and maintains security of assigned area by overseeing the activities of assigned police squad. This position serves the public in the enforcement of laws and ordinances for the protection of life and property.	85,550.40
Executive Assistant	This is administrative work in coordinating a variety of departmental support functions. The work requires seasoned knowledge of administrative principles, methods, practices and procedures which is gained through a combination of training and substantial on-the-job experience. Contacts with others require skills in understanding people, coordinating administrative functions and representing assigned department.	54,059.20
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Police Officer X	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	78,769.60
Police Officer III	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	61,089.60
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80

Police Officer X	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	78,769.60
Police Officer IV	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	64,708.80
Police Officer VIII	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	75,670.40
Police Officer VI	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	72,737.60
Sergeant I	A Police Sergeant performs first-line supervision of the activities of police and civilian employees on a shift who are engaged in Police Activities such as patrol duty, K-9, traffic regulatory activities, criminal investigations, community relations etc. This position monitors and maintains security of assigned area by overseeing the activities of assigned police squad. This position serves the public in the enforcement of laws and ordinances for the protection of life and property.	85,550.40
Access Control Specialist Physical Security	This is advanced clerical work ensuring the physical security operations and procedures at the Airport remain in compliance with Transportation Security Administration (TSA) regulations and with the Airport Security Program (ASP). As a "trusted agent", the work of the Access Control Physical Security Specialist requires knowledge of airport security regulations and the procedures necessary to grant physical access to air carriers, tenants, concessionaires, contractors, federal and airport employees or any combination thereof.	47,486.40
Access Control Specialist	This is advanced clerical work performing frontline pass and identification (ID) badging functions, including the collection and transmission of biographical data and biometric information related to the authorization of airport access. As a "trusted agent", the work of an Access Control Specialist requires knowledge of the procedures required to process requests for Security Identification Display Area (SIDA) badges, Air Operations Area (AOA) driver permits, other secure area and general badges for air carriers, tenants, concessionaires, contractors, federal and airport employees and any combination thereof.	52,769.60
Police Officer VI	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	72,737.60

Police Officer V	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	68,619.20
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Police Officer IX	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	77,230.40
Police Officer VIII	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	75,670.40
Police Officer V	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	68,619.20
Police Officer VI	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	72,737.60
Sergeant III	A Police Sergeant performs first-line supervision of the activities of police and civilian employees on a shift who are engaged in Police Activities such as patrol duty, K-9, traffic regulatory activities, criminal investigations, community relations etc. This position monitors and maintains security of assigned area by overseeing the activities of assigned police squad. This position serves the public in the enforcement of laws and ordinances for the protection of life and property.	98,987.20
Police Officer VIII	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	75,670.40
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80

Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Police Officer VIII	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	75,670.40
Sergeant I	A Police Sergeant performs first-line supervision of the activities of police and civilian employees on a shift who are engaged in Police Activities such as patrol duty, K-9, traffic regulatory activities, criminal investigations, community relations etc. This position monitors and maintains security of assigned area by overseeing the activities of assigned police squad. This position serves the public in the enforcement of laws and ordinances for the protection of life and property.	85,550.40
Director of Public Safety and Security	Directs airport security and law enforcement functions as approved by the Chief Executive Officer (COO). Develops and leads a team of security and law enforcement professionals to deliver operational and customer service consistent with JAA's strategy and mission. Develops, presents for approval and implements long and short term strategic plans for Airport Law Enforcement and Security, including specific goals and objectives. Assesses the on-going and continuously evolving security and law enforcement needs of the airport and develops action plans in accordance with FAA and TSA regulations. Provides law enforcement and security advice to leadership staff and other JAA departments.	123,171.62
executive Assistant	Receives, reviews and distributes accordingly all departmental mail. Greets visitors, screens incoming calls and answers routine inquiries, for the assigned department and at the main JAA reception desk as required. Performs administrative support, including managing the department calendar, typing department communications, maintaining the department's filing system, and coordinating materials for meetings and events.	68,619.20
Access Control Manager	Oversees the coordination of all access media data entry, fingerprinting, badge photos and federally mandated badging compliance. Supervises the work of one to three employees. Monitors and responds to security matter affecting the safe and secure operation of the airport. Serves an alternate immediate contact for security-related activity and communication with the TSA and therefore must be available to the TSA on a 24-7 basis.	71,437.00

Police Officer III	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	61,089.60
Police Officer III	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	61,089.60
Airport Security Officer	This position is responsible for a number of law enforcement support duties that do not require the direct involvement of a sworn Police Officer. This position serves the public and the Jacksonville Aviation Authority by preventing unauthorized access to restricted areas, controlling traffic, enforcing parking regulations and enforcing all security regulations/policies.	50,044.80
Police Officer I	This position serves the public in the enforcement of laws and ordinances for the protection of life and property. This type of work requires a knowledge of techniques, methods and procedures used in law enforcement such as restoring and maintaining order, conducting preliminary investigations, community policing efforts and the apprehension of criminals.	54,371.20
Airside Senior Operations Duty Officer	Schedules, coordinates, and conducts FAR-139 Airport Daily Self-Inspections, documents, reports, and tracks deficiencies discovered during the inspections by issuing work orders and following up with parties responsible for deficiency correction. Responds to Airside emergencies and coordinates/assists responding personnel/agencies while adhering to National Incident Management System (NIMS) standards. Ensures Airside systems such as airfield lighting, airport beacon, navigational aids, and signage, marking, and pavement surfaces are fully functional and operating properly.	59,113.60
AOCC Specialist	This is technical work in receiving and transmitting a variety of calls to include normal, irregular and emergency calls for information and messages within the Airport Operations Control Center (AOCC) and in coordination with JAA personnel, airlines, tenants, TSA, FAA, and other agencies/groups at JAX	50,044.80
Airside Operations Duty Officer Supervisor	This is advanced technical level work at the supervisory level in airside operations that provides oversight of the operation of airfield to provide for the safety of the traveling public ensuing compliance with Federal Regulations and airport/airport system rules, policies, procedures, leases and agreements.	74,484.80
Landside Senior Operations Duty Officer	Conducts Terminal and Landside material condition and operational efficiency inspections via scheduled intervals and continuous surveillance. Works closely with airlines, concessions, rental cars and other stakeholders to take care of passenger needs during Irregular Operations. Closely observes the material condition, function and cleanliness of all portions of the Landside Terminal complex. Takes measures to correct issues.	61,360.00

Airside Senior Operations Duty Officer	Schedules, coordinates, and conducts FAR-139 Airport Daily Self-Inspections, documents, reports, and tracks deficiencies discovered during the inspections by issuing work orders and following up with parties responsible for deficiency correction. Responds to Airside emergencies and coordinates/assists responding personnel/agencies while adhering to National Incident Management System (NIMS) standards. Ensures Airside systems such as airfield lighting, airport beacon, navigational aids, and signage, marking, and pavement surfaces are fully functional and operating properly.	59,113.60
Emergency Preparedness Manager	Serves as the principal emergency services liaison to other City departments, assists in the activation and management of the Airport Emergency Operations Center during a declared emergency event/incident on airport property, governmental agencies, local nonprofit organizations, and private businesses. Plans, organizes, administers, and oversees the operations of the communications and emergency dispatch systems in the Airport Operations Control Center (AOCC). Develops an effective emergency preparedness program; serves as the key leader in the planning and coordination of operations.	95,487.86
Director of Operations	Directs, plans, organizes, and overall execution of all the operations for a medium hub commercial service airport. Oversees the work of subordinates who manage the commercial service airport day-to-day activities of the Terminal Building Operations, Airside Operations Area (AOA) Operations, Airport Operations Control Center (AOCC), Airport Emergency Preparedness and Training (EPT) program, Hold Baggage Screening (HBS) Operations, and Landside Operations. Represents the organization, both internally and externally, by supporting the strategic direction, strategic priorities, objectives, vision, mission, and values of the Authority.	137,262.80
Landside Senior Operations Duty Officer	Conducts Terminal and Landside material condition and operational efficiency inspections via scheduled intervals and continuous surveillance. Works closely with airlines, concessions, rental cars and other stakeholders to take care of passenger needs during Irregular Operations. Closely observes the material condition, function and cleanliness of all portions of the Landside Terminal complex. Takes measures to correct issues.	56,305.60
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,252.80
Chief Operating Officer		203,094.58
Terminal Operations Manager	This is professional work in developing, implementing, and managing the safe and efficient operation of all JAX terminal and landside areas. The Terminal Operations Manager is responsible for the customer experience for all users of JAX's airport facilities. Managing the operations of all Terminal systems including the Hold Baggage System (HBS), Jet Bridges, and all public/employee parking facilities, ground transportation services, curbside management, common use equipment, and terminal resources allocation.	106,400.10
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,044.80

Senior Executive Assistant	This is advanced level administrative work in managing and coordinating a variety of support functions for executive personnel. This position works closely with executive leaders, helping to execute the organization's operational and strategic initiatives.	60,215.90
Airside Operations Manager	This is professional work in managing, supervising and coordinating the activities of the Airport Operations Area (AOA) at the Jacksonville Aviation Authority. The Airside Operations Manager is responsible for the daily management of all airport operations and asset, and ensures compliance with all local, state, and federal safety regulations including 14 CFR Part 139. Schedules, assigns, monitors, directs, reviews, and evaluates the work of assigned staff.	94,296.28
Airside Senior Operations Duty Officer	Schedules, coordinates, and conducts FAR-139 Airport Daily Self-Inspections, documents, reports, and tracks deficiencies discovered during the inspections by issuing work orders and following up with parties responsible for deficiency correction. Responds to Airside emergencies and coordinates/assists responding personnel/agencies while adhering to National Incident Management System (NIMS) standards. Ensures Airside systems such as airfield lighting, airport beacon, navigational aids, and signage, marking, and pavement surfaces are fully functional and operating properly.	59,113.60
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,044.80
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,044.80
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,044.80
AOCC Specialist	This is technical work in receiving and transmitting a variety of calls to include normal, irregular and emergency calls for information and messages within the Airport Operations Control Center (AOCC) and in coordination with JAA personnel, airlines, tenants, TSA, FAA, and other agencies/groups at JAX	50,044.80
Dispatcher	This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.	50,044.80
Landside Operations Duty Officer	This is technical work performing landside terminal and grounds inspections to help enforce compliance with Federal safety regulations and airport rules, policies, procedures, leases and agreements. Responds to any emergencies in the terminal and landside. This work requires general knowledge of Part 139 aviation rules and regulations	50,689.60
AOCC Specialist	This is technical work in receiving and transmitting a variety of calls to include normal, irregular and emergency calls for information and messages within the Airport Operations Control Center (AOCC) and in coordination with JAA personnel, airlines, tenants, TSA, FAA, and other agencies/groups at JAX	50,044.80

AOCC Specialist	<p>This is technical work in receiving and transmitting a variety of calls to include normal, irregular and emergency calls for information and messages within the Airport Operations Control Center (AOCC) and in coordination with JAA personnel, airlines, tenants, TSA, FAA, and other agencies/groups at JAX Schedules, coordinates, and conducts FAR-139 Airport Daily Self-Inspections, documents, reports, and tracks deficiencies discovered during the inspections by issuing work orders and following up with parties responsible for deficiency correction. Responds to Airside emergencies and coordinates/assists responding personnel/agencies while adhering to National Incident Management System (NIMS) standards. Ensures Airside systems such as airfield lighting, airport beacon, navigational aids, and signage, marking, and pavement surfaces are fully functional and operating properly.</p>	50,044.80
Airside Senior Operations Duty Officer	<p>This is technical work performing airfield, terminal and grounds inspections to help enforce compliance with Federal safety regulations and airport/airport system rules, policies, procedures, leases and agreements. This work requires general knowledge of the aviation rules and regulations.</p>	59,321.60
Airside Operations Duty Officer	<p>This is technical work in receiving and transmitting a variety of emergency calls, information and messages within the Airport Operations Control Center (AOCC). Work requires knowledge of emergency communications operating procedures, with the ability to operate computerized emergency communications equipment.</p>	56,118.40
Dispatcher	<p>This is technical work performing landside terminal and grounds inspections to help enforce compliance with Federal safety regulations and airport rules, policies, procedures, leases and agreements. Responds to any emergencies in the terminal and landside. This work requires general knowledge of Part 139 aviation rules and regulations</p>	50,044.80
Landside Operations Duty Officer		54,995.20

Position	Job Description	Annual_Salary
Facilities Manager	<p>This position is maintenance work at a management level responsible for planning, facilitating and managing the dailey operations of the facilities department at Cecil Airport, and maintaining the compreshensive bulding infrastructure assessment of all assets at the airport.</p>	88,959.52
Facilities Technician I	<p>This position is responsible for performing general maintnance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Posiiton is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equiptment as well as responsible for tasks within the office buildings.</p>	54,724.80

This is advanced level professional administrative work in planning, coordinating, and monitoring projects and administration activities within the General Aviation Division, which includes three (3) general aviation airports and Cecil Spaceport. The position coordinates, develops, evaluates and implements all administrative procedures, budgetary and contract supervision, telecommunications and IT functionality and organizational documentation for the general aviation airport structure. The work requires extensive knowledge of administrative principles and procedures of coordinating projects usually gained through education and on-the-job experience.

62,383.80

General Aviation Administrator

This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.

54,724.80

Facilities Technician I

Cecil Airport Operations Manager	This position is responsible for landside, airside, and spaceport operations, operational control of the capital program, emergency management programs, and leasehold complians of Cecil Airport and Spaceport. Duties are to direct the airport staff in daily operations to ensue safe and effective services and facilities are provided ot thecustomers and tenants at Cecil Airport.	85,844.20
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Marketing and Development Specialist	Cecil Airport. This position completes high level work in coordinating, developing, evaluating, and implementing strategic business development and marketing goals. This position will prepare and analyze statistical reports, develop and review goals and objectives, and assure departmental activies are in compliance with timeliness and goals.	66,938.80
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This is work performing semi-skilled, skilled, and facilitating work involving maintenance and repair of infrastructure and all mechanical systems throughout JAA buildings. Provides assistance when required at JAXEX, Herlong, and Cecil Airport. The work requires extensive knowledge of the methods, techniques, and practices used in planning, directing and coordinating electrical, HVAC, plumbing, structural and other facilities services which is gained through a combination of training and extensive experience. Plans, assigns, facilitates and evaluates the work of assigned staff.

Facilities Leadsman

72,030.40

This position manages the operations of Cecil Airpot and Spaceport. The position is responsible for the day to day airport operations, directing development efforts for the airport facilities and coordinating all internal and external work resources. Specific duties include strategic business enhancement, airport planning and development, budgetary control, revenue management, environmental compliance and control, operational management, community relations, security, access control, airport safety, capital program, federal compliance programs and contract management.

Director of Cecil Airport

140,228.34

Manages the development, content, design, updating and marketing of the organization multiple websites and business applications. Designs all graphic items the JAA produces, conceptualizing and creating all projects from simple business cards to digital advertisements and everything in between (brochures, billboards, annual reports, video clips and other brand development). Designs, maintains, and enhances graphic design material to support interactive content.

Cecil Airport and Spaceport Specialist

52,141.00

This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.

Facilities Technician I

54,724.80

This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.

Electrical Maintenance Specialist

67,783.56

This is skilled craft work that performs installation, operation, maintenance, overhaul, and repair of electrical systems for the Jacksonville Aviation Authority. The work requires journeyman level knowledge of the techniques, methods, and procedures used to provide services in the installation, operation, maintenance, overhaul, and repair of electrical systems, including electrical switch gear, breakers, busways and motor control panels; electrical systems in all facilities, buildings, external grounds, equipment; and all related services and systems.

Facilities Electrician III

67,912.00

Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.	54,724.80
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Director of Cecil Spaceport	This is professional work responsible for the certification, development and the day to day operations of Cecil Spaceport. The Director will direct the spaceport infrastructure and business development, establish leasing and revenue policies, establish operational protocols, manage the development of telemetry and range safety. The Director is responsible for coordinating all internal and external work resources and provides leadership and manages all associated resources deemed necessary and appropriate for the safe, efficient, and effective operation of the spaceport.	133,035.10
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Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.	54,724.80
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General Aviation Specialist-JaxEx	This is high level administrative work in monitoring, coordinating, and overseeing functions of the JaxEx at Craig Airport. The position serves as the Point of Contact for normal, emergencies and irregular operations on the airport. The work requires knowledge of airport operations, lease hold agreements and airport compliance as it pertains to FAA Order 5190.6B.	58,484.92
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GA Operations and Facilities Manager	This position requires high level administrative work in organizing, planning, coordinating, monitoring and directing lease compliance and other administraton activities for all leases, financial funcitons and FBO operations of the airport. This position expedites the flow of work through the office, establishing protocols with Finance and Business Development to complete new leases.	70,980.00
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GA Ramp Service Technician	This position is responsible for providing customer service to suers, tenants and traveling public at a general aviation airport. This position is also responbile for handling the daily general aviation duties to include inspctions, quality control and safety.	53,102.40
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This position is responsible for providing customer service to users, tenants and traveling public at a general aviation airport. This position is also responsible for handling the daily general aviation duties to include inspections, quality control and safety.

GA Ramp Service Technician

51,875.20

Position is responsible for directing, planning, organizing, and managing the operations for two JAA general aviation airports (Herlong and JaxEx). The Director is responsible for the day to day airport operations, directing the airport infrastructure and business developments, established leasing and revenue policies, and operation protocols, facilitates and manages the airport capital program, airport safety and security and airport operational activities. Ensures airport wide tenant compliance with lease agreements and airport operating rules and regulations. Manages and conducts economic development, construction, maintenance and marketing activities. Provides technical assistance and participates in planning operation of the airport. Responsible for preparing, tracking and executing the budget for the airport.

Director of General Aviation

133,034.98

GA Ramp Service Technician	This position is responsible for providing customer service to users, tenants and traveling public at a general aviation airport. This position is also responsible for handling the daily general aviation duties to include inspections, quality control and safety.	51,875.20
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Manager of First Coast Flight Center	This is professional work overseeing the FBO (First Coast Flight Center) at Herlong Airport. The work includes establishing best practices and managing in a professional commercial recreational airport, including quality control measures as they pertain to aviation fuel, training, safety programs and operational activities. The work requires advanced knowledge of commercial airport operations and the understanding of general aviation airports, and other aviation rules and regulations.	83,505.20
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Facilities Technician I	This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.	54,724.80
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This position is responsible for performing general maintenance tasks associated with maintaining airfield and grounds in day to day operations of the airport. Position is responsible for maintenance of runways, taxiways, and airport roads utilizing appropriate equipment as well as responsible for tasks within the office buildings.

54,724.80

Facilities Technician I

This position is responsible for providing customer service to users, tenants and traveling public at a general aviation airport. This position is also responsible for handling the daily general aviation duties to include inspections, quality control and safety.

51,875.20

GA Ramp Service Technician