

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



Property Leasing Assistant Properties Full Time, Non-Exempt

Starting Salary Range: \$27,069 - \$31,129
Salary Grade Range: \$27,069 - \$40,603

Posting Date: 8-9-17
Closing Date: Open Until Filled

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

MINIMUM QUALIFICATIONS: High School Diploma or GED;

PREFERRED QUALIFICATIONS: Customer service & marketing experience; maintenance and repairs experience, preferred.

LICENSES & CERTIFICATIONS: Valid Florida Driver's License and excellent driving record.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext 4212 or ext 4231.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 3013
Date Approved: 7/17
Grade: 20

JOB TITLE: Property Leasing Assistant

REPORTS TO: Property Leasing Manager

DEPARTMENT: Properties

FLSA STATUS: Non-Exempt

JOB SUMMARY

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

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Cleans and sweeps out recently vacated units, blows off driveways, performs maintenance, repairs and painting, and patrols the grounds for debris.

Answers phones and handles customer inquiries including storage pricing and availability.

Greets and directs visitors to available units.

Completes lease forms with new tenant. Reviews payment requirements with new tenant, e.g. security deposits, monthly payments, lock sales and insurance. Follows procedures to add new tenant to the system.

Assists new tenant with locating unit, proper lock procedure and provides information regarding gate access and unit access for air conditioned storage units.

Other Job Responsibilities:

Locks vacated units, follows procedures to remove tenant from system, cleans out units, prepares units for new rentals.

Conducts weekly lock checks with appropriate form and follows lock check procedures.

Accepts and posts tenant payments (cash, check or credit card).

Applies good judgment and courtesy in problem/conflict resolution in absence of Manager.

Supports Manager in research & training of storage management software.

Assists with analysis & evaluation of on-line marketing including ROI of current & proposed SEO & PPC campaigns.

As instructed, updates USS website & Facebook pages or submits suggestions.

Performs other duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Calculator, Golf Cart, Copy Machine, Credit Card Machine, Answering Machine, manuals, drill, blower, paint sprayer, saws, lawnmower, small hand tools, and Airport Authority vehicle.

QUALIFICATIONS REQUIRED

Where “preferred” is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or GED

Customer service & marketing experience, **preferred**.

Maintenance and repairs experience, **preferred**.

Licenses and Certifications:

Valid Florida Driver's License and excellent driving record.

Knowledge, Skills and Abilities:

Knowledge of safety policies, procedures and regulations.

Ability to analyze, exercise sound judgment, and arrive at valid conclusions.

Ability to communicate effectively both oral and written.

Ability to maintain proper records and documents in accordance with regulations.

Ability to develop and maintain effective working relationships with management, customers, and coworkers.

Work Environment:

Physical work is continuous. Individual performs majority of duties outside maintaining storage units, T-Hangars, warehouses and grounds as necessary. Other duties are performed in an office environment.

Physical Requirements:

The Property Leasing Assistant must be physically fit as some duties require the occasional lifting of up to 35 pounds. The individual in this position is responsible for the care and maintenance of SMAA/USS storage units and grounds by cleaning, painting, performing repairs and keeping the surrounding area clear of debris. The Property Leasing Assistant must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

In the capacity of a Property Leasing Assistant, the individual coordinates, interacts and monitors SMAA owned storage, T-Hangars and forms contractual relationships by assisting with lease compliance. This position requires the individual to work directly with the public; and, therefore, must possess excellent oral, written and customer services skills. As the employee frequently works alone, the Property Leasing Assistant must have the ability to work independently.

Environmental Requirements:

The Property Leasing Assistant position requires hands-on work which is conducted both by engaging in physical tasks out of doors and performing office responsibilities. The Property Leasing Assistant frequently works alone.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Property Leasing Assistant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Property Leasing Assistant and is subject to change at the discretion of the Airport Authority.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES. 3013one



Physical/Mental Requirements

Job Title: Property Leasing Assistant

Job Code: 3013

Date: 7/17

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting		X		
1-10 lbs.			X	
11-20 lbs.			X	
21-35 lbs.			X	
36-50 lbs.				X
over 50 lbs.				X
Carrying		X		
Reaching		X		
Climbing			X	
Driving		X		
Written Communication		X		
Oral Communication	X			
Reading		X		
Hand Dexterity	X			
Reasoning		X		
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
Travel Insurance	Immediate
Employee Assistance Program	Immediate
Short-Term Disability (100% paid by SMAA)	1 year
Sick-Time	90 days
Vacation Leave	6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months
Reimbursement for Continuing Education	6 months
Floating Holidays	6 months
National Holidays	Immediate
Special Discount Programs (Varies)	Immediate
Voluntary/Optional Benefits:	Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period