

**SARASOTA MANATEE AIRPORT AUTHORITY
JOB OPPORTUNITY ANNOUNCEMENT**



**MANAGER, FACILITIES
Full Time, Exempt**

Starting Salary Range: \$65,144 - \$74,915
Salary Grade Range: \$65,144 - \$97,716

Posting Date: 3-15-18
Closing Date: Open Until Filled

Performs managerial work in planning, directing and coordinating difficult technical and skilled trades work in the maintenance and repair of airport buildings, grounds, equipment, and related facilities to include oversight of outside contractors.

Plans, organizes and directs a broad variety of facilities, field, and fleet maintenance and repair activities including, but not limited to plumbing, electrical, HVAC, carpentry, equipment services, and grounds for the Airport Authority. Requires significant independence, initiative and management skill with advanced knowledge of technical and trade practices and skills. Requires coordination with a variety of airport officials in determining needs and priorities. Involves assigning work to subordinate supervisors, staffing, training, and ensuring quality, cost effective, and safe work. Participates in long and short-range planning for capital facilities, expansions, and needs. Position is on call 24-hours a day, 7-days per week.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited four-year college or university in Engineering, Business Administration, Airport Management or related field or the equivalent combination of education and experience; minimum of five years supervisory experience in Facilities or Maintenance, with associated experience in building trades, general maintenance, electrical, air conditioning, machinery operation, general construction.

PREFERRED QUALIFICATIONS: Experience involving airport systems and applicable Federal Aviation Regulations or any equivalent combination of related training experience, **preferred**.

LICENSES AND CERTIFICATIONS: Valid Florida Driving License with a good driving record or must obtain within 30 days of assuming position.

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: 5010
Date Approved: 3/18
Grade: 38

JOB TITLE: Manager, Facilities
REPORTS TO: Senior Vice President, Engineering, Planning & Facilities
DEPARTMENT: Facilities
FLSA STATUS: Exempt

JOB SUMMARY

Performs managerial work in planning, directing and coordinating difficult technical and skilled trades work in the maintenance and repair of airport buildings, grounds, equipment, and related facilities to include oversight of outside contractors.

Plans, organizes and directs a broad variety of facilities, field, and fleet maintenance and repair activities including, but not limited to plumbing, electrical, HVAC, carpentry, equipment services, and grounds for the Airport Authority. Requires significant independence, initiative and management skill with advanced knowledge of technical and trade practices and skills. Requires coordination with a variety of airport officials in determining needs and priorities. Involves assigning work to subordinate supervisors, staffing, training, and ensuring quality, cost effective, and safe work. Participates in long and short-range planning for capital facilities, expansions, and needs. Position is on call 24-hours a day, 7-days per week.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Develops long and short-range goals for the department and makes recommendations for policies, procedures, and practices governing the maintenance and repair of airport buildings, runways, roads, grounds, equipment, and related facilities.

Supervises employees through subordinate level supervisors assigned to a variety of skilled trades, technical, and grounds maintenance work; assigns and inspects work; hires, trains, and coaches employee performance.

Prepares budget projections, develops cost estimates, administers department budget; develops bid specifications for outside contractor work; plans and purchases equipment, materials, supplies, and tools needed by work unit.

Develops and monitors preventive maintenance programs, schedules job work order systems and inventory management systems.

Investigates, reviews, and coordinates activities with vendors, contractors, and others.

Prepares and maintains a variety of records, narratives or other related reports for the Senior Vice President, Engineering, Planning & Facilities for maintenance related topics.

Coordinates the provision of safety training and in-service training for personnel; identifies training needs and sources

Participates in special event planning and special projects.

Ensures coordination with Airport Operations regarding airfield inspections/discrepancies with particular emphasis to FAR Part 139.

Reviews recommendations from managerial staff and determines the cost/quality effectiveness of utilizing maintenance contractor services versus utilizing in-house facilities staff.

Anticipates facilities & maintenance needs of the Airport Authority, organizes the department's functional activities and determines methods for accomplishing the department's goals.

Other Job Responsibilities:

Performs other related duties as required.

Responds to airport emergencies involving maintenance support such as crashes or storm damage.

MATERIALS AND EQUIPMENT USED

Facilities/Maintenance Equipment, Computer, Office Equipment, Radios, Manuals, Vehicles.

QUALIFICATIONS REQUIRED

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

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Engineering, Business Administration, Airport Management or related field or the equivalent combination of education and experience.

Minimum of five years supervisory experience in Facilities or Maintenance, with associated experience in building trades, general maintenance, electrical, air conditioning, machinery operation, general construction.

Experience involving airport systems and applicable Federal Aviation Regulations or any equivalent combination of related training experience, **preferred**.

Licenses and Certifications:

Valid Florida Driving License with a good driving record or must obtain within 30 days of assuming position.

Ability to satisfy Transportation Security Administration requirements for working in a secured airport environment.

Knowledge, Skills, and Abilities:

Knowledge of Airport emergency procedures.

Knowledge of the principles, practices, and methods of airport facilities management.

Knowledge of building and mechanical trades.

Knowledge of fire and safety facilities related codes.

Knowledge of airfield and runway lighting systems.

Knowledge of federal, state, local, and FAA regulations pertaining to airport management, operations and policies.

Knowledge of airport procedures and practices.

Knowledge of airport and facilities design and layout.

Skill necessary to develop budgets.

Able to satisfy Transportation Security Administration requirements for working in a secured airport environment.

Ability to devise and implement policies and procedures designed to improve Facilities Department operations.

Ability to read and interpret engineering plans and specifications.

Ability to plan, organize, prioritize, and delegate functions to managerial and supervisory staff.

Ability to communicate clearly and effectively, both oral and written.

Ability to react quickly and make appropriate decisions in non-routine and emergency situations.

Ability to develop and maintain effective and fair working relationships with superiors, subordinates, contractors, tenants, and the general public.

Ability to analyze and compare technical aspects of quotes for outside contractors.

Work Environment:

Works both in office environment and the field. Field work is not manual. When in the field individual is usually inspecting, overseeing, coaching, and supporting.

This Job Class Specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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Physical/Mental Requirements

Job Title: Manager, Facilities

Job Code: 5010

Date: 3/18

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.				
11-20 lbs.				
21-35 lbs.				
36-50 lbs.				
over 50 lbs.				
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