

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Airport Operations Representative

DEPARTMENT: Operations

SUPERVISOR: Airport Operations Supervisor

EFFECTIVE DATE: October 1, 2023

PAY LEVEL: \$15.00 (Hourly) (Part Time and Full Time Available)

PAY CLASSIFICATION: Non-exempt

DEFINITION: This position provides Support for operational activities conducted at the Airport to primarily include customer service, employee security screening, and curbside and parking control during heavy traffic times. Assists with coordination of customer service for terminal facilities to provide for safety and convenience of passengers and businesses at the terminal.

EXAMPLES OF DUTIES: Performs customer service activities at the Airport. Performs random screening of employees passing from non-secure to secure areas through controlled access points of the airport terminal building. Performs curbside traffic and parking control activities during heavy traffic times. Performs other duties as assigned.

QUALIFICATIONS: No prior experience required. On-the-Job training will be provided. Must be able to communicate effectively in both oral and written form. High School Diploma or equivalent required. Must possess a valid Florida driver's license.

WORKING ENVIRONMENT: Both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of extreme weather conditions; exposure to constant noise as well as fumes and odors.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration. Schedule will require shift-work to include daytime, evenings, weekends, and holidays to meet the needs of the airport. Schedule can be flexible.