

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

JOB DESCRIPTION

CLASSIFICATION: Airport Operations Lead

DEPARTMENT: Operations

SUPERVISOR: Airport Operations Manager

EFFECTIVE DATE: October 1, 2024

PAY LEVEL: 107 (\$48,683.58 - \$87,630.44)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Under the supervision of the Airport Operations Manager, responsible for supervising and coordinating day-to-day airport operations to include regulatory compliance, project coordination, security operations, operational issues relating to the terminal and landside functions, parking, and ground transportation. Leads and participates in the coordination of customer service for the terminal facilities to provide for the safety and convenience of passengers and businesses at the terminal. Supports administrative and office functions by providing phone and walk-in customer service.

EXAMPLES OF DUTIES: Performs day-to-day routine activities that are required to keep the airport operating efficiently and effectively. Assigns subordinate staff duties and ensures performance. Reviews reports and work order requests. Collects and compiles statistical data. Prepares reports, charts or tables. Evaluates data and makes recommendations based on data gathered and information provided. Communicates and coordinated with various tenants, stakeholders, passengers, air carriers and staff. Ensures compliance of FAA Part 139 and TSA Part 1542 regulations. Provides operational support to various departments and supporting agencies. Interaction with the traveling public, terminal and non-terminal airport tenants, and employees. Ensures timely response to e-mail requests, researches information to answer technical questions, and provides customer service while resolving concerns. Assists in the development and maintenance of the computerized filing systems. Performs other duties as required.

QUALIFICATIONS: Four-year degree from an accredited college or university in the area of aviation management, airport management, business administration, public administration, or similar area, may be substituted with equivalent experience and training. Minimum one year of increasingly responsible experience or combination of experience and education related to public service airports. Must possess a valid Florida driver's license. Pilot's license desirable.

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 may require shift-work to include evenings, weekends, and holidays to meet the needs of the airport. Subject to emergency call-out.

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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SUMMARY:

Occasionally - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

Frequently - Lift/Carry: 20 lbs or less., Push/Pull: 20 lbs or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.