

**Charlotte County Airport Authority: Staffing at Punta Gorda Airport as of October 2020**

<b>Department Title</b>	<b>Employment Category</b>	<b>Job Title</b>	<b>Job Description</b>	<b>Employees in Position</b>	<b>Hourly Rate/Range</b>
ADMIN	FT	Administrative Assistant	Provides highly responsible administrative and clerical support to the CEO and senior executives; acts as receptionist for the Administrative Offices.	1	\$16.55
ADMIN	TP	Airport Operations Intern	Gains experience with FAR Part 139 regulations and policies, safety management, air carrier operations, terminal/parking operations, noise abatement programs, FBO operations, and Administration special projects.	1	\$12.24
ADMIN	FT	Chief Executive Officer	Responsible for the administration of all departments; responsible to the Board of the Charlotte County Airport Authority and for the proper administration of all affairs under the jurisdiction of the Board.	1	\$96.11
ADMIN	FT	Chief Operating Officer/Director of Aviation	Responsible for the administration and operational development of the airport on a day-to-day basis. Provides strategic leadership and management of the activities, operations, and security of PGD and achieves the airport's goals and objectives and maintain the highest level of safety, service and standards.	1	\$53.10
ADMIN	PT	Credentialing Specialist	Responsible for processing SIDA applications and badges, along with conducting SIDA and Airport security classes.	1	\$17.34
ADMIN	PT	Desktop Support Technician	Ensures proper computer operation so that end users can accomplish business tasks, which includes receiving, prioritizing, documenting, and actively resolving end user help requests.	1	\$13.26
ADMIN	FT	Director of Finance	Responsible for the financial administration of the airport on a day-to-day basis, including the supervision of payroll, accounts payable, and accounts receivable.	1	\$50.60
ADMIN	FT	Finance Technician	Responsible for a variety of paraprofessional accounting tasks involving data entry, performance of accounts receivable and payable processing, assisting with year-end audit procedures, and associated finance and communication activities.	2	\$20.81 - \$21.87
ADMIN	FT	Financial Analyst	Responsible for tracking CCAA's financial performance against a plan, analyzing business performance and market conditions to create forecasts, and helping senior management make tactical and strategic decisions by providing periodic reports. Completes payroll processing and associated finance and communication activities.	1	\$30.56
ADMIN	FT	Human Resource Manager	Responsible for recruiting, hiring, workforce planning, employee development and training, policy and procedure development, compensation, performance management, employee relations, investigations, discipline, coordination of benefits and wellness programs.	1	\$29.43
ADMIN	FT	Information Technology Manager	Controls and directs the Management Information Systems (MIS) throughout the organization, analyzes computer operations with the goal of improving efficiency, accomplishing business goals and maintaining cost controls; installs computer hardware and software, maintains, supports, repairs and troubleshoots all MIS and designs and maintains all airport related telecommunications systems.	1	\$39.56
ADMIN	FT	Manager of Facilities & Security	Responsible for the leadership and management duties of all maintenance and improvement activities related to the operation of the airport facilities and equipment. Provides the day-to-day coordination of all security matters; serves as liaison with airport station managers and airline ground security coordinators regarding air carrier security related issues	1	\$36.69

ADMIN	FT	Marketing & Communications Manager	Performs responsible professional and technical work assisting the CEO in a variety of airport marketing/advertising initiatives and public outreach and marketing communications functions in support of the airport's strategic plan.	1	\$35.80
ADMIN	PT	Program Analyst	Provides data management and analysis for studies and maintains assigned projects.	1	\$19.32
ADMIN	FT	Project Inspector	Provides Resident Project Representative (RPR) services for Airport construction projects. Assures Airport wide environmental regulation compliance, conducts periodic inspections of Airport stormwater and utility facilities, updates Airport GIS/CAD files, and general assistance with project management of Airport's Capital Improvement Program.	1	\$38.25
ADMIN	FT	Project Manager	Coordinates all phases of airport development including requests for proposals for architectural/engineering services, grants, development of plans and specifications, project budget and schedules, construction, construction administration and inspection, and project closeout.	1	\$43.71
ADMIN	FT	Purchasing & Properties Manager	Negotiates and coordinates the procurement of products and services for the Authority. Responsible for the development, execution, and monitoring of all aviation and non-aviation lease administration.	1	\$25.65
Airside Operations	FT	Airside Operations Manager	Responsible for the operations of the Airside Department to include regulatory compliance, customer service, financial, environment, equipment and labor scheduling; conducts and oversees all training.	1	\$32.66
Airside Operations	FT	Airside Operations Officer	Responsible for safely performing airside and security inspections; creates work orders for review and completion to correct deficiencies or hazards found. AAAE Airport Certified Employee (ACE) in Airfield Operations.	1	\$19.01
Airside Operations	FT	Airside Ops Supervisor	Responsible for overseeing all operational aspects of Airport Operations including airfield inspections, security checks, WHMP and Appropriate Federal, State, and local licenses and permits.	1	\$20.16
Airside Operations	FT	Airside Ops Tech (FT)	Responsible for safely performing airside and security inspections, creates work orders for review and completion to correct deficiencies or hazards found.	1	\$19.46
Airside Operations	PT	Airside Ops Tech (PT)	Responsible for safely performing airside and security inspections, creates work orders for review and completion to correct deficiencies or hazards found.	2	\$14.75 - \$15.60
COM	PT	Commissioner	Elected commission member; attend monthly public board meetings to consider and approve actions of the airport staff in regards to airport business and development.	5	\$625/month
FAC-Custodial	PT	Custodial Lead	Responsible for assisting the Custodial Supervisor with the supervision of the custodial staff and the cleanliness of all airport facilities; this includes assisting with the planning and assigning of tasks to be completed by custodial staff.	1	\$14.77
FAC-Custodial	FT	Custodial Supervisor	Responsible for the supervision of the custodial staff and the cleanliness of all airport facilities; this includes the planning and assigning of tasks to be completed by custodial staff.	1	\$19.25
FAC-Custodial	FT	Custodian (FT)	Responsible for the cleanliness of all airport facilities.	1	\$14.26
FAC-Custodial	PT	Custodian (PT)	Responsible for the cleanliness of all airport facilities.	6	\$12.24 - \$13.20
FAC-Custodial	SE	Custodian (Seasonal)	Responsible for the cleanliness of all airport facilities.	1	\$12.00
FAC-Grounds	FT	Fleet Maintenance Tech	Responsible for the maintenance of the fleet vehicles and responsible for the overall organization and cleanliness of the maintenance shop facility.	1	\$24.48
FAC-Grounds	FT	Grounds Maintenance Tech	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	1	\$17.33
FAC-Grounds	PT	Grounds Maintenance Tech (PT)	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	2	\$11.22 - \$13.72
FAC-Maintenance	FT	Facilities Supervisor	Responsible for the maintenance of the airfield, hangars, buildings and parking lots.	1	\$32.84

FAC-Maintenance	FT	Facilities Technician	Handles general maintenance repairs, such as electrical, electronics, plumbing, HVAC, masonry, painting, metal fabrication, and carpentry.	1	\$22.07
FAC-Maintenance	FT	HVAC Facilities Tech	Responsible for the installation, maintenance and repair of HVAC systems in all airport facilities, as well as other general maintenance repairs.	1	\$25.46
FBO	FT	FBO Administrator	Responsible for the administrative functions of the FBO, to include customer service, line operations, hangar leasing, recording of transient aircraft, and management reporting.	1	\$18.03
FBO	FT	FBO Manager	Oversees all FBO operations; responsible for a safe, compliant and efficient FBO operation for aircraft fueling, ground handling, facilities and customer service.	1	\$30.76
FBO	PT	FBO Quality Control Technician	Responsible for providing the FBO with a comprehensive review in everything fuel related: ATA 103/NFPA 407, handling, technical, and service training.	1	\$15.57
FBO	FT	Fuel Farm Technician	Responsible for a safe, compliant, and efficient Fuel Farm and FBO operation for aircraft fueling, ground handling, facilities, and customer service.	1	\$16.68
FBO	FT	Line Service Tech Supervisor	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service; trains and oversees Line Techs.	5	\$17.34 - \$20.91
FBO	FT	Line Service Technician (FT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	2	\$14.32 - \$14.75
FBO	PT	Line Service Technician (PT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	6	\$12.75 - \$14.57
FBO	SE	Line Service Technician (Seasonal)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	4	\$11.00 - \$12.50
Landside Operations	PT	Landside Agent	Responsible for the daily operation of crosswalk safety for the traveling public, passenger terminal security and monitoring the parking lot for gate issues and capacity.	13	\$11.22 - \$13.94
Landside Operations	SE	Landside Agent (Seasonal)	Responsible for the daily operation of crosswalk safety for the traveling public, passenger terminal security and monitoring the parking lot for gate issues and capacity.	3	\$10.50 - \$11.00
Landside Operations	PT	Lead Landside Agent	Responsible for assigning tasks and supervising Landside employees to support the daily operations of the passenger terminal and parking lots for the safety and security of the traveling public.	6	\$14.06 - \$15.06
Landside Operations	FT	Terminal Manager	Responsible for the management of the daily operations of the passenger terminal and parking lots for the safety and security of the traveling public; provides day-to-day leadership to ensure a high performance, customer service-oriented work environment. Oversees all Landside and Custodial staff.	1	\$30.81