

Department Title	Employment Category	Job Title	Job Description	Employees in Position	Hourly Rate/Range
ADMIN	FT	Administrative Assistant	For the Administrative Offices, provides support to managers, other employees, and office visitors by handling a variety of tasks to ensure that all interactions between the organization and others are positive and productive. Acts as a back-up for the Credentialing Specialist and Executive Assistant as needed.	1	\$16.80
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	\$13.00
ADMIN	FT	Chief Administrative Officer	Responsible for ensuring that the objectives of the Finance, Information Technology, Property Management, Procurement, and Human Resources functions are maintained. Supervises managers in the Administration Department as assigned.	1	\$60.58
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	\$101.47
ADMIN	FT	Chief Operating Officer	Responsible for the administration and operational development of the airport on a day-to-day basis. The COO shall provide strategic leadership and management of the activities, operations, and security of Punta Gorda Airport, achieve the airport's goals and objectives, and maintaining the highest level of safety, service, and standards.	1	\$69.62
ADMIN	FT	CMMS/Inventory Specialist	Responsible for the oversight and management of the Airport Authority's Computerized Maintenance Management System (CMMS). Acts as a liaison between all departments and the CMMS software representatives. Additionally, must keep the senior management and various department managers aware of each department's CMMS work orders, warehouses, contracts, and reporting within in the system. Responsible for all procurement activity associated with the Facilities Department and for the overall effective execution of inventory management.	1	\$25.91
ADMIN	FT	Credentialing Specialist	Responsible for processing SIDA applications and badges, along with conducting SIDA and Airport security classes.	1	\$21.54
ADMIN	FT	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	\$18.00
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	\$57.92
ADMIN	FT	Director of Marketing & Communications	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	\$45.58
ADMIN	FT	Director of Operations & Maintenance	Responsible for the leadership and oversight of the Airside, Landside, and Terminal operations, including the maintenance of all CCAA equipment, fleet, facilities and grounds. In addition, will establish standards and limitations to ensure the safe, secure and efficient operation of the airport and personnel who report to him/her. Acts as resident expert on matters related to all aspects of security and safety.	1	\$57.11
ADMIN	FT	Executive Assistant	Provides highly responsible administrative and clerical support to the Chief Executive Officer and senior executives.	1	\$21.42
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.	3	\$24.10 - \$25.62
ADMIN	FT	Finance Manager	Responsible for the performance of managing the Finance staff, along with financial analysis, payroll, and associated finance and communication activities.	1	\$36.40
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	\$35.65

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	\$50.13
ADMIN	PT	Program Analyst	Provides data management and analysis for studies and maintains assigned projects.	1	\$21.84
ADMIN	TP	Office Clerk	For the Administrative Offices, provides support to designated managers by handling a variety of clerical tasks including data entry, scanning, and organizing file systems.	1	\$14.70
ADMIN	FT	Project Coordinator	Under the direction and guidance of the Project Manager, provides administrative, technical and construction/field observations associated with the coordination of the Airport's Capital Improvement Program (CIP). The goal is to ensure that all projects are well coordinated, planned, scoped, designed, procured, and constructed to maintain project schedules and budgets.	1	\$21.42 - \$27.31
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	\$44.22
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	\$53.55
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	\$33.41
ADMIN	FT	Safety & Security Compliance Specialist	Provides oversight of Airport safety and security, with an objective of reducing employee injuries, equipment damages and regulatory security compliance.	1	\$26.99
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	\$40.10
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	\$27.45
Airside Operations	FT	Airside Ops Tech (FT)	Responsible for coordinating the day-to-day operations of the Airport to ensure compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations pertaining to airport operations. Provides a dynamic environment that requires them to be quickly adaptable, have timely communication, and provide professional engagements to coworkers and customers.	3	\$19.26 - \$23.09
Airside Operations	PT	Airside Ops Tech (PT)	Responsible for coordinating the day-to-day operations of the Airport to ensure compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations pertaining to airport operations. Provides a dynamic environment that requires them to be quickly adaptable, have timely communication, and provide professional engagements to coworkers and customers.	2	\$19.05
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	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	\$23.11
FAC-Custodial	FT	Custodian (FT)	Responsible for the cleanliness of all airport facilities.	1	\$15.82 - \$17.57
FAC-Custodial	PT	Custodian (PT)	Responsible for the cleanliness of all airport facilities.	6	\$15.23 - \$16.89
FAC-Custodial	SE	Custodian (Seasonal)	Responsible for the cleanliness of all airport facilities.	1	\$14.99 - \$15.23
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	\$25.70

FAC-Grounds	FT	Grounds Maintenance Tech	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	1	\$17.45
FAC-Grounds	PT	Grounds Maintenance Tech (PT)	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	2	\$16.96 - \$16.99
FAC-Grounds	FT	Maintenance Manager	The primary functions of the Maintenance Manager are planning, directing, and managing the maintenance and repair of all Authority facilities, vehicles, and grounds through supervisory personnel, outside contractors, and CMMS. Manages Authority facilities and maintenance operations. Responsible for the leadership and management duties of all maintenance and improvement activities related to the operation of the airport facilities and equipment. Ensures airport facilities and equipment comply with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Department of Defense (DOD), state, and local standards, and are maintained properly.	1	\$39.63
FAC-Maintenance	FT	Facilities Supervisor	Responsible for the maintenance of the airfield, hangars, buildings and parking lots.	1	\$38.24
FAC-Maintenance	FT	Facilities Technician	Handles general maintenance repairs, such as electrical, electronics, plumbing, HVAC, masonry, painting, metal fabrication, and carpentry.	1	\$23.10
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	\$31.08
FBO	FT	Aviation Fuel Administrator	Responsible for overseeing fuel facilities and equipment, commercial fuel training, ordering of all commercial and general aviation fuel, as well as other duties assigned.		\$34.26
FBO	PT	Customer Service Representative	Responsible for all customer service tasks at the front desk to include greeting and assisting flight crews and passengers with line service fuel requests, car rentals, hotel accommodations, catering, vehicle arrangements, pilot supplies, and other ground support items.	1	\$15.75 - \$17.33
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	\$19.28
FBO	FT	FBO General Manager	Responsible for the safe and professional operation of the Airport Authority's FBO facility while delivering first class customer service to all customers and guests. This position requires advance business management, technical, financial, and marketing experience required to manage and grow the airport's general aviation business while also overseeing the commercial fueling operation. The position requires exceptional leadership, communication, and organizational skills to lead an experienced line crew and other FBO team members in the safe and professional delivery of products and services to business, commercial, government, and recreational aviation customers.	1	\$43.76
FBO	FT	FBO Operations Supervisor	This highly responsible working supervisor oversees the daily activities of line service team members and supervisors who conduct aircraft fueling, towing, marshalling, aviation fuel quality control, safety inspections, and other critical aviation and airport operational functions.	1	\$28.69
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	\$19.02
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	\$21.37
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.	4	\$16.95 - \$18.10
FBO	FT	Line Service Technician (FT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	3	\$15.08 - \$16.90
FBO	PT	Line Service Technician (PT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	5	\$14.99 - \$18.28
FBO	SE	Line Service Technician (Seasonal)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	5	\$14.70
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.	12	\$13.92 - \$17.94

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.	2	\$13.65
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.	5	\$15.51 - \$17.92
Landside Operations	FT	Parking Specialist	responsible for the management of the daily operations of all parking lots ensuring the safety and security of the traveling public. Ensures a high level of operating efficiency of all parking lot equipment.	1	\$20.64
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	\$38.99