

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	\$17.85
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.	0	\$13.65
Airside Operations	FT	Airside Operations Assistant Manager	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	\$24.15
Airside Operations	FT	Airside Operations Manager	Responsible for the day-to-day operational management of the Punta Gorda Airport's airfield and properties, assuring continuous safety, security, and strong customer service.	1	\$35.27
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.	5	19.79-21.89
ADMIN	FT	Assistant Project Manager	Manages the planning, design, construction, and closeout of facilities, structures, roadways, runways, and other airport projects as identified in the Airport's Master Plan/Capital Improvement Program. Ensures projects are well planned, coordinated, scoped, budgeted and designed; constructed safely, on schedule, within budget, with good quality, with minimal operational impacts and with positive effects on overall security.	1	\$31.50
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.	1	\$35.97
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	\$63.60
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	\$110.10
ADMIN	FT	Chief Operating Officer	Responsible for the development and safe operation 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	\$73.10

ADMIN	FT	CMMS/Purchasing Agent	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	\$29.30
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
ADMIN	FT	Credentialing Specialist	Responsible for providing daily security and access badging services to Airport tenants, contractors, vendors and personnel.	1	\$22.05
FAC-Custodial	FT	Custodial Supervisor	Responsible for the supervision of the custodial staff and the cleanliness of all the Terminal Building and Airport Facilities as assigned. This includes the training of new Custodial staff, planning and assigning tasks to be completed by custodial staff.	1	\$24.26
FAC-Custodial	FT	Custodian (FT)	Responsible for the cleanliness of all airport facilities.	6	\$15.75 - \$18.44
FAC-Custodial	PT	Custodian (PT)	Responsible for the cleanliness of all airport facilities.	4	\$16.61-\$16.80
FAC-Custodial	SE	Custodian (Seasonal)	Responsible for the cleanliness of all airport facilities.	1	\$16.27
ADMIN	FT	Data & Compliance Coordinator	Responsible for creating and maintaining a Records Management Program for the Authority in line with standards set forth by the State of Florida. This position will serve as the Records Management Liaison Officer, Title VI Coordinator, and DBE Liaison Officer.	1	\$27.56
ADMIN	FT	Desktop Support Technician	Responsible for ensuring proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end user help requests. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as require that the individual give in-person, hands-on help at the desktop level. The technician also assists the Manager of IT with support and maintain in-house technology equipment and IT assets. This includes installing, configuring, diagnosing, repairing, and upgrading all corporate hardware and equipment while ensuring its optimal performance.	1	\$21.21
ADMIN	FT	Director of Marketing & Communications	Performs responsible professional and technical work assisting the Chief Executive Officer (CEO) in a variety of airport marketing/advertising initiatives, public outreach, and communications functions in support of the Airport's strategic plan.	1	\$47.86
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	\$61.01

ADMIN	FT	Director of Projects	Manages assigned authority master planned projects and capital improvements, planned or unplanned, from their conceptual stage through project closeout, ensuring all are properly planned, scoped, scheduled and well-coordinated. In addition, ensures projects have funding sources identified, are constructed safely, on time within budget with minimal operational impacts. Coordinates all phases of the project delivery systems, including, but not limited to planning, cost estimating, procurement of professional engineering and architectural services, inclusive of Request for Proposals (RFPs), Request for Qualifications (RFQs), and Request for Information (RFIs). In addition, coordinates with Federal and State agencies for grant funding and permitting services. Supervises the following positions: Assistant Project Manager, Project Coordinator and Project Inspector.	1	\$63.94
ADMIN	FT	Executive Assistant	Provides highly responsible administrative and clerical support to the Chief Executive Officer and senior executives.	1	\$22.49
FAC-Maintenance	FT	Facilities Supervisor	Responsible for the maintenance of the airfield, hangars, buildings and parking lots.	1	\$40.15
FAC-Maintenance	FT	Facilities Technician	Responsible for the maintenance of all airport facilities.	1	\$24.25
FBO	FT	FBO Administrator	Responsible for the administrative functions of the FBO, to include Hangar and Tie-Down Agreements and managing weekly/monthly fuel reports. Responsible for managing customer service representatives.	1	\$24.15
FBO	FT	FBO Customer Service Supervisor	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.	0	\$21.42
FBO	FT	FBO 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	\$19.42
FBO	PT	FBO 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	\$16.53
FBO	TP	FBO 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.	0	\$14.54

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. This is a senior management position requiring strategic planning, strong organizational and leadership skills.	1	\$45.95
FBO	FT	FBO Operations 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	\$30.12
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. This includes fuel characteristics, filtration, sampling and testing, maintenance, and an inspection program.	0	\$19.02
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	\$46.10
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	\$25.83 - \$27.42
FAC-Grounds	FT	Fleet Maintenance Tech	Responsible for the maintenance of the fleet vehicles, ground service equipment and responsible for the overall organization and cleanliness of the maintenance shop facility.	1	\$28.87
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.	2	\$18.16- \$22.43
FAC-Grounds	FT	Grounds Maintenance Tech	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	1	\$18.32
FAC-Grounds	PT	Grounds Maintenance Tech (PT)	Responsible for grounds maintenance, to include mowing, edging, blowing, trimming, pruning, weeding and spraying.	1	\$18.37
ADMIN	FT	Human Resource Manager	Responsible for management and administration of the full range of human resources functions including recruitment and hiring, policy and procedure development, compensation, benefits coordination, leave, performance management, training and development, HRIS management, and employee relations. Provides counsel and support to employees, managers, and departments regarding human resources issues, policies, and procedures.	1	\$37.64
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	\$32.63

ADMIN	FT	Information Technology Manager	Manages controls and directs the Management Information Systems throughout the organization, Develops budgets and 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 Management Information Systems and Designs and maintains all airport related telecommunications systems.	1	\$52.63
FAC- Grounds	PT	Landscape Specialist	Responsible for the maintenance of the landscape, to include chemical applications.	0	\$15.75
Landside Operations	PT	Landside Agent	Responsible for the daily operations of the passenger terminal, parking lots and the safety and security of the traveling public, Demonstrates an elevated level of customer service for all customers and passengers. Ensures the integrity of the terminal building and is fully operational.	13	\$14.33 - \$18.59
Landside Operations	SE	Landside Agent (Seasonal)	Responsible for the daily operations of the passenger terminal, parking lots and the safety and security of the traveling public, Demonstrates an elevated level of customer service for all customers and passengers. Ensures the integrity of the terminal building and is fully operational.	2	\$14.33 - \$14.33
Landside Operations	PT	Lead Landside Agent	Responsible for assigning tasks and leading Landside employees to support the daily operations of the passenger terminal and parking lots for the safety and security of the traveling public. Ensures the terminal facilities and parking lots are fully operational. Assists the Terminal Manager/Supervisor to ensure that Landside staffing requirements are met for the number of airline operations each specific day.	5	\$17.51 - 18.99
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.	3	\$22.49 - \$26.21
FBO	FT	Line Service Technician (FT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	4	\$15.43 - \$20.05
FBO	PT	Line Service Technician (PT)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	9	\$15.43 - \$19.19
FBO	SE	Line Service Technician (Seasonal)	Responsible for a safe, compliant, and efficient FBO operation for aircraft fueling, ground handling, facilities, and customer service.	1	\$15.43
FAC-Grounds	FT	Maintenance Manager	Responsible for planning, directing, and managing the maintenance and repair of all Authority facilities, vehicles, and grounds through supervisory personnel, outside contractors, and CMMS. Responsible for the leadership and management duties of all maintenance and improvement activities related to the operation for the airport facilities and equipment.	1	\$41.61
FAC- Maintenance	FT	Maintenance Technician	responsible for the maintenance of the fleet vehicles, airfield, hangars, buildings, grounds, and parking lots. Responsible for the overall organization and cleanliness of the maintenance shop facility.	1	\$27.56
ADMIN	FT	Manager of Safety & Security	Provides oversight of airport safety and security, with the objective of reducing employee injuries, equipment damages and regulatory security compliance.	1	\$32.55
ADMIN	PT	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	\$15.42

Landside Operations	FT	Parking Specialist	Responsible for 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	\$22.72
ADMIN	FT	Project Coordinator	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	\$22.49
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	\$46.43
ADMIN	FT	Properties & Contracts Manager	Responsible for supporting the goals, objectives, and efforts of the properties department, which handles revenue producing contracts, leases, permits, licenses, and other agreements for the Charlotte County Airport Authority (Airport Authority). This position is responsible for assisting in the negotiation, formation and administration of leases, permits, licenses, concession agreements and other contracts, including coordination of various projects with tenants, permittees, and Airport Authority staff. The Properties & Contracts Manager will also assist in the development, drafting and administration of revenue generating solicitations and requests for proposals intended to provide the traveling public with a variety of goods and services and to create potential opportunities for new businesses.	1	\$42.41
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. Ensures Airports safety and compliance with all federal, state and local regulations.	1	\$40.93
Landside Operations	FT	Terminal Operations Supervisor	Responsible for assisting the Terminal Manager with daily operations of the passenger terminal to ensure the safe and secure operation.	1	\$28.82