

Title: Airport Property Manager
PG: 51
Status: Non-Civil Service
Position Reports to: Assistant Airport Director
Department: Airport

Class Code: 2216
Date: 08/09

GENERAL DESCRIPTION OF CLASS:

This is advanced responsible administrative and managerial work planning, organizing and coordinating the management of the properties at the Lakeland Linder Regional Airport. Performs duties include managing the day-to-day property administrative details. Job duties also include responsibility for emergencies (both working and after working hours) as it pertains to the property and/or tenant space and for overseeing the properties leased by the Airport. This includes reviewing leases of tenants, overseeing properties that are leased, and other administrative duties. A high degree of initiative and independent judgment is required within the frame work of established policies, procedures, and instruction. Work is reviewed through periodic conferences with the Assistant Airport Director.

ESSENTIAL FUNCTIONS:

1. Composes correspondence and memoranda, recommends administrative and property procedures.
2. Assists in review of plans and specifications generated by outside consultants; assists in the responsibility for outside consultant contract administration and coordination as it pertains to buildings and grounds outside of the airfield perimeter fence.
3. Assists in the preparation of plans, specifications and contract documents for airport building projects outside of the airfield perimeter fence.
4. Serves as the primary tenant liaison at the Airport.
5. Responsible for ensuring that leases are current and up to date, including insurance requirements.
6. Works with Airport Maintenance to ensure that properties are well maintained in agreement with the lease documents .
7. Responsible for tenant billing for the Airport.
8. Assists in lease negotiation and preparation as requested by Airport Director.
9. Responsible for ensuring airport tenants are in compliance with non-financial lease requirements.
10. Assists in marketing and public relations of the Airport.
11. Responsible for coordination with Fire Team and LFD as it pertains to Fire Systems in buildings. First point of contact for Fire System Security Company both during and after hours issues.
12. Assists in scheduling building maintenance projects based upon periodic inspections and/or maintenance schedule.
13. Responsible for coordinating non-airfield special events at the Airport.
14. Performs special projects and assists in marketing and public relations for the Airport Director as directed.
15. Shows leasable property at the airport.
16. Assists in maintaining security of airport as it pertains to the tenants and terminal.
17. Assists in the coordination of tenant build outs and/or improvements.
18. Maintains property inventory sheets and brochures current with available property.
19. Produces weekly status on prospective tenant leads, number of contacts and other performance measures as required by the Airport Director.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern principles and practices of property management as applied to Airport activities.
2. Knowledge of modern principles and practices of real estate practices.
3. Knowledge of airport management practices.
4. Knowledge of plans, specifications, materials, methods and techniques utilized in the maintenance of building properties.
5. Ability to plan, organize, schedule and coordinate events and special activities at the Airport.
6. Ability to meet deadlines and stay calm under stressful situations.
7. Ability to effectively interact with a group of subordinates possessing diverse personality traits.
8. Ability to adhere to developed standards, policies, and procedures and to make independent judgments as to application of established policies or procedures and resolve problems that may arise during the course of business.
9. Ability to establish and maintain effective working relationships with other City officials and employees and the general public.
10. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of timely reports to supervisors or administrative staff.
11. Ability to deal tactfully, courteously and effectively with the airport lessees, users, employees, regulatory agencies, other City departments and the general public.
12. Ability to prepare and present concise, meaningful and timely oral and written reports and prepare correspondence in a clear and logical manner.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a bachelor's degree in Real Estate, Airport Management, business administration, or other related field.
2. Five (5) years of experience in a responsible position assisting in properties management and/or administrative operation of any airport.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.