

**Syracuse Regional Airport Authority
Special Meeting of the Board Agenda
Friday, October 28, 2022
1:00 p.m. – 1:30 p.m.
Syracuse Hancock International Airport
SRAA Board Room / Teams Meeting**

1. Roll Call
2. **New Business/Discussion**
 - **Resolution authorizing the creation of the position of SRAA Facilities Manager**
 - **Resolution authorizing the creation of the position of SRAA Airport Police Sergeant**
3. Adjournment

*** Click on bolded items to link to document**

Resolution No.

2022

**RESOLUTION CREATING THE POSITION
OF FACILITIES MANAGER (SRAA)**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to create the position of Facilities Manager which involves responsibility for effectively managing, overseeing and monitoring all building/facilities maintenance, repair, inspection, and alteration for the Syracuse Regional Airport Authority and all the facilities at Syracuse Hancock International Airport. The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants. The position is responsible for supervision and management of the Trades division, and lead workers performing building maintenance work such as but not limited to carpentry, painting, plastering, plumbing, HVAC, electrical, and mechanical equipment operation, ensuring quality of work on all buildings and building equipment repairs. May also oversee minor construction projects. Work is conducted in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Chief Operations Officer or designee, who allows the incumbent considerable independence in management of preventative maintenance and facilities repair. In addition to the normal work schedule, this is an "on-call" position. The individual filling this position may be required to work evenings, holidays, and weekends as

needed, and may be required to remain on duty in an emergency situation. Does related work as required; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Facilities Manager	7.25 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: **October 28, 2022**

VOTE: *Ayes* ____ *Nays* ____ *Abstentions* ____

SIGNED: _____

Secretary

FACILITIES MANAGER (SRAA)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for effectively managing, overseeing and monitoring all building/facilities maintenance, repair, inspection, and alteration for the Syracuse Regional Airport Authority and all the facilities at Syracuse Hancock International Airport. The incumbent will ensure that facilities are maintained to meet the functional requirements of the airlines and other tenants. The position is responsible for supervision and management of the Trades division, and lead workers performing building maintenance work such as but not limited to carpentry, painting, plastering, plumbing, HVAC, electrical, and mechanical equipment operation, ensuring quality of work on all buildings and building equipment repairs. May also oversee minor construction projects. Work is conducted in compliance with all applicable state and federal guidelines and regulations. Work is performed under the general direction of the Chief Operations Officer or designee, who allows the incumbent considerable independence in management of preventative maintenance and facilities repair. In addition to the normal work schedule, this is an "on-call" position. The individual filling this position may be required to work evenings, holidays, and weekends as needed, and may be required to remain on duty in an emergency situation. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides oversight of the Trades division, including hiring, training, professional development, discipline, attendance management, and payroll
- Ensures personnel are performing their duties as assigned in a safe and efficient manner, and all safety procedures are defined and adhered to
- Prepares written counseling, warnings, performance reviews and incident reports for employees as directed
- Ensure weekly planning meetings and regular safety meetings are conducted with Trades division employees
- Assigns work orders to employees to ensure the appropriate personnel are assigned to each job
- Makes daily checks to ensure adequate progress is being made on all work assignments
- Inspects tenant areas and facilities to ensure they are being maintained properly, and prepares deficiency reports for future work
- Investigates and determines cause as to why assignments may have not gone as planned and initiates corrective action
- Ensures job duty training and safety training is conducted according to requirements
- Ensures task standards are clearly defined on work orders and/or attached sheet
- Ensures inventory/stock levels are current, and adequately maintained
- Responds to requests to investigate issues and concerns within the Authority's facilities
- Utilizes automated work order system
- Prepares written correspondence, written reports, spreadsheets and specifications
- Performs quality control checks on repairs and preventive maintenance tasks
- Verifies accuracy of time charged to work orders
- Conducts time/task studies as needed
- Processes requisitions for material requests
- Updates departmental procedural manuals
- Verifies that equipment is being maintained properly
- Remains on duty during emergencies
- Interfaces with tenants, the public, other staff members, contractors, public works agencies, and utility employees
- Adheres to all state and federal environmental protection and workplace safety laws and regulations
- Oversees tool care, tool accountability and equipment care
- Conducts annual inventories of assigned tools and equipment and common use tools
- Ensures Preventive Maintenance checklists are prepared for each system
- Ensures equipment history data files are accurately maintained

- Prepares productivity studies and reports
- Monitors material and product usage
- Ensures material and product requisitions are filled out completely and accurately by employees
- Reviews all completed work orders and other assignment related documents
- Organizes and updates O&M manual library as necessary.

FULL PERFORMANCE KNOWLEDGES. SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to delegate responsibilities and to plan, organize, and coordinate the work of staff with varying job tasks and duties

Good knowledge of federal, state and local laws and regulations applicable to facilities, buildings and systems related to the upkeep of facilities.

Knowledge of airport emergency plan (associated with FAA Part 139)

Knowledge of applicable labor laws and employee management procedures

Familiarity with general airport facility maintenance is desirable

Ability to manage personnel and resources in a 24 hour/7 day a week environment

Ability to plan and evaluate

Knowledge of productivity principles

Ability to use Microsoft 365 suite, including Word and Excel

Ability to read and interpret plans, drawings and specifications

Ability to work independently with minimal supervision

Ability to plan and supervise the work of support staff in a manner conducive to full performance and high morale

Ability to communicate clearly, both verbally and in writing, with diverse vendors, tenants, customer base, management, and staff.

Ability to use tact and courtesy in dealing with employees, visitors, and contractors.

Ability to keep accurate records and prepare clear and concise reports

Must possess excellent writing skills and verbal communication skills

Skilled in developing and maintaining effective interpersonal relations

Ability to read, understand, and interpret technical and procedural manuals

Experience in planning and scheduling work for employees

Ability to meet the physical requirements of the position, with or without a reasonable accommodation

Ability to enter, manipulate and process information through computer systems

As a safety precaution, hearing ability to detect noises and emergency broadcast signals

Ability to ensure regular and reliable attendance

Ability to communicate using a two-way radio

Ability to lift up to 75 lbs.

MINIMUM QUALIFICATIONS:

- A. Minimum of five (5) years' experience in building construction/trades and/or facilities management, or related area; and
- B. Previous experience in project management

PREFERRED QUALIFICATIONS

Previous supervisory experience is preferred

SPECIAL REQUIREMENTS

- At time of appointment, possession of a valid New York State Driver's License including any special endorsements, as required by the New York State Department of Motor Vehicles for the class of vehicle being operated. Eligibility for and continued possession of the license is required for employment.

- Subject to Syracuse Regional Airport Authority drug and alcohol testing policy for safety-sensitive positions.
- Must be able to meet and maintain Transportation Security Administration requirements authorizing unescorted access entry to Security Identification Display Area (SIDA).

Rev. 10/2022

DRAFT

Resolution No.

2022

**RESOLUTION CREATING THE POSITION
OF AIRPORT POLICE SERGEANT (SRAA)**

WHEREAS, the Syracuse Regional Airport Authority (the "Authority") is a public benefit corporation, formed and operating pursuant to Chapter 463 of the Laws of New York 2011 and Article 8, Title 34 of the New York Public Authorities Law, as amended (collectively, the "Enabling Act"); and

WHEREAS, Section 2799-ggg (12) of the Enabling Act authorizes the Authority to appoint such officers, employees and agents as the Authority may require for the performance of its duties, and to fix and determine their qualifications, duties and compensation; and

WHEREAS, the Authority desires to create the position of Airport Police Sergeant which under general direction from Airport Police Chief or other higher-ranking officers, supervises the day-to-day requirements of a shift of Airport Police Officers and performs more complex functions involving enforcement of laws, regulations, policies and procedures and does related work as required in the jurisdiction of the Syracuse Regional Airport Authority; and

WHEREAS, the creation of this position is a necessary step required by the Onondaga County Personnel Department and the New York State Civil Service Commission; and

WHEREAS, the New York State and Local Employees' Retirement System requires certain specific language be included in such resolutions concerning the title of new positions being created and the standard workday for such new positions.

NOW, THEREFORE, after due deliberation having been had thereon, it is hereby

RESOLVED, that the Board of the Syracuse Regional Airport Authority, location code 51482, hereby creates the following position with the following as standard workdays for such position and will report days worked to the New York State and Local

Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Position Title	Standard Work (Hrs/Day)
Airport Police Sergeant	8.00 hours

, and it is further

RESOLVED, that the Executive Director of the Authority shall take any and all actions necessary to ensure this position is properly designated by the Onondaga County Civil Service Department or any similar governmental entity.

RESOLUTION ADOPTED

DATE: **October 28, 2022**

VOTE: ***Ayes* ____ *Nays* ____ *Abstentions* ____**

SIGNED: _____

Secretary

AIRPORT POLICE SERGEANT (SRAA)

DISTINGUISHING FEATURES OF THE CLASS

This is a position at the Syracuse Regional Airport Authority, operator of Syracuse Hancock International Airport, which under general direction from Airport Police Chief or other higher-ranking officers, supervises the day-to-day requirements of a shift of Airport Police Officers and performs more complex functions involving enforcement of laws, regulations, policies and procedures in the jurisdiction of the Syracuse Regional Airport Authority.

TYPICAL WORK ACTIVITIES

- Acts as Watch Commander/Shift Supervisor during assigned shift.
- Assigns other airport police officer to Watch Commander/Shift Supervisor on days off
- Review all incoming calls and calls that are waiting in a timely manner, and ensure a police response is actually required
- Responds to aircraft emergency situations and security related incidents at the airport as directed by radio, observation or other form of communication
- Responds to medical emergencies as needed
- Reviews reports and related investigations by airport police officers and ensures completion and accuracy
- Communicates with FAA Air Traffic Control tower and other agencies
- Answers questions by the public and provides assistance
- Books prisoners and sees that correct charges are placed.
- Transmits orders to Police Officers personally or by telephone.
- Directs and performs criminal investigations when assigned.
- Takes statements and affidavits from suspects and witnesses.
- Inspects subordinates before or while on duty for compliance with departmental regulations.
- Checks Police Officers in the performance of duties and makes suggestions for better execution of work.
- Reports any breach of duty or inefficiency of subordinates.
- Makes a daily report of activities during an assigned shift.
- Provides training, coaching and direct supervision of Airport Police Officers
- Investigates injuries to the public and damage to airport property, ensures completion of investigations
- Prepare periodic performance evaluations of subordinates.
- Performs other tasks related to law enforcement and the other safety and security of the airport as deemed necessary

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of accepted principles and practices of law enforcement as applied to airport and aviation security practices.
- Good knowledge of New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and other relevant state and local laws.
- Good knowledge of accepted principles and practices of administration and supervision as applied to police work, including hiring staff, creating schedules, professional development/training, and discipline.
- Good knowledge of FAA and TSA policies, including 49 CFR Part 1542 and practices governing security at commercial airports.
- Good knowledge of 14 CFR Part 139 – Certification of Airports
- Good knowledge of the modern methods and techniques employed in airport safety and security.
- Proficient in use of a personal computer, and Microsoft Office Suite products, including Word, Excel and Outlook.
- Proficient in use of radio communications technology.
- Ability to supervise and effectively command others in emergencies.
- Ability to communicate effectively both orally and in writing in English (bilingual is a plus)

- Ability to maintain positive professional relationships with a diverse staff, including management, employees, tenants, vendors, regulatory agents, and other law enforcement and emergency management agencies.
- Ability to exercise good judgment and make effective decisions in alignment with the mission and values of Syracuse Regional Airport Authority.
- Ability to work independently or as a team in a high stress and life-threatening situation.
- Good knowledge of the principles, practices and methods employed in investigation work.
- Ability to obtain information through interview, interrogation, and observation, and to prepare and submit comprehensive activity and case reports.
- Ability to be courteous and firm with the general public, focused both on customer service and safety and security.
- Ability to exercise good judgment and appropriately determine when issues are a police matter or civil matter
- Physical strength and agility sufficient to perform police work.
- Ability to maintain records and prepare reports in an organized and clear manner.
- Ability in the use and care of firearms.
- Ability to plan, assign, and supervise the work of subordinates in a manner conducive to full performance and high moral.
- Able to work primarily in doors in office setting and occasionally outdoors on foot or in vehicle in all weather conditions.
- Ability to perform lifesaving procedures.
- Must meet the physical, mental, and certification requirements of New York State statutes for law enforcement, including hand and arm steadiness, ability to use a keyboard and telephone, occasional lifting/pushing/pulling up to 50 lbs., walking, standing, balancing, kneeling, bending, feeling, climbing, smelling, twisting, sufficient hand-eye coordination and position mobility in ankles, knees, hips, and back, vision, speech, and hearing necessary to perform the essential tasks and maintain proficiency standards and positions for the “gun” and “non-gun” hand. Must have physical stamina to chase and subdue fleeing persons and arrest suspects and rescue victims.

MINIMUM QUALIFICATIONS

1. Three (3) years of work experience, or its part time equivalent, as a police officer, with at least one (1) year of experience working in a law enforcement function at a commercial service airport.
2. If retired, must be retired in good standing with previous agency

Previous supervisory/leadership/training experience is preferred

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