



## Lee County Port Authority Operations Duty Agent

<b>SALARY</b>	\$26.97 Hourly	<b>LOCATION</b>	Fort Myers, FL
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	00729
<b>DEPARTMENT</b>	Airport Operations	<b>OPENING DATE</b>	09/05/2025
<b>CLOSING DATE</b>	9/19/2025 4:30 PM Eastern		



We will encourage employees to **be YOU**. Our unique experiences can bring us together and make our organization stronger.

**be LCPA. be YOU. be Part of Our TEAM.**

### About Us

Southwest Florida International Airport (RSW) is an award-winning, medium-hub commercial service airport that served more than a record-breaking 11 million passengers in 2024 and is one of the top 50 airports in the United States for passenger traffic. Fifteen airlines serve RSW with nonstop service to 70 markets, including Canada and Germany. The economic impact of the airport is \$8.3 billion annually to the Southwest Florida region and more than 60,000 jobs. Page Field (FMY), an FAA-designated reliever airport, provides services to general and business aviation and accommodated 169,000 aircraft operations in 2024. Base Operations at Page Field is an award-winning, fixed-based operator and has been recognized for its customer service and facilities.

Terminal Expansion projects are currently underway at RSW to improve the airport travel experience by consolidating the security checkpoints, adding concession space and providing passengers more amenities and options. In addition, a new Concourse E is being constructed with 14 gates, as well as other terminal, landside and airside improvements.

### The Position

The Operations Duty Agent is a key position in the Airport Operations department. In this role, you will be responsible for ensuring the smooth and safe day-to-day functioning of the airport. This includes closely monitoring all airport activities, promptly identifying and reporting any discrepancies that could impact safety or efficiency, as well as upholding established safety standards. The successful candidate must be a detail-oriented individual who thrives in a dynamic environment and desires a rewarding career path in airport operations. While working under the general supervision of the manager of Airside Operations, you will exercise considerable independence in carrying out your duties and will be trained to serve as the direct representative of the Lee County Port Authority.

### Key Responsibilities

- Performs airside, landside and terminal inspections, including terminal ramp, fixed-base, cargo ramp, perimeter fencing, taxiways, runways, public areas, tenant and concessions' space, fueling facilities, parking lots, rental car facilities, terminal building and other areas, as required
- Responds to emergency situations/locations and assists with establishment of an On-scene Command Post. Response to emergency situations can involve operation of a four-wheel drive vehicle over rough terrain and extensive walking or standing
- Handles animal/bird control. Requires use of the four-wheel drive vehicle, shotguns and pyrotechnics for removal, relocation or depredation of animals/birds
- Responsible for enforcement of various Federal Aviation Regulations, Advisory Circulars, Operations Instructions, as well as state and county regulations
- Ensures the airport meets all specifications of the Airport Certification Manual. Initiates appropriate action until such time as the discrepancies are corrected
- Manages gate control program. Maintains a constant awareness of any tenant challenges and requirements
- Empowered to suspend the rules and regulations (Lee County Ordinance 94-09, as amended) and issue such orders, rules and regulations as may be necessary. This may include closing the airport in its entirety or any portion; delaying or restricting any flight; refusing takeoff permission to aircraft; denying the use of the airports to any specified class of aircraft, or to any individual or group
- Provide aircraft escort in the movement areas of the Air Operations Area (AOA)
- Monitor weather conditions and update airport tenants, when conditions warrant
- Ability to work effectively with tenants and the general public

### Minimum Requirements

- Graduation from an accredited four-year college or university with a bachelor's degree in aviation management, business administration or a combination of experience and education may be substituted
- Prior 139 Operations Agent experience is highly desirable
- Ability to work a flexible 84 hour bi-weekly work schedule, including weekends, holidays and nights
- Possession of a valid Florida driver's license is required
- All entry-level required training items identified in a formal syllabus must be met
- Successfully pass a TSA fingerprint-based criminal history background check
- Private pilot's license is desirable
- Occasional bending, stooping, lifting, reaching and frequent walking are required to perform this position

**Emergency Response/Recovery Activities:** Lee County Port Authority personnel are designated by tier levels and may be called upon to assist with an emergency or unforeseen event at any time. Employees may be called to fulfill duties that are outside their normal scope of work to assist in resuming airport operations and flight activities.

[Please review full job description here](#)

**Phone**

239-590-4531

Southwest Florida International Airport  
11000 Terminal Access Road, Suite 8671  
Fort Myers, Florida, 33913

**Website**

<https://www.governmentjobs.com/careers/leecountypa>

## Operations Duty Agent Supplemental Questionnaire

**\*QUESTION 1**

What motivates you to work hard and be productive?

**\*QUESTION 2**

A national fingerprint-based record check shall be conducted prior to granting access to Criminal Justice Information Services (CJIS) for all personnel who have unescorted access to unencrypted CJIS or unescorted access to physically secure locations or controlled areas. Applicants with a record of misdemeanor offense(s) may be granted access if it is determined the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If a felony conviction of any kind exists, the applicant will be denied access to CJI. Do you understand?

☐ Yes

☐ No

**\*QUESTION 3**

This position requires availability for an 84-hour bi-weekly work schedule which includes nights, weekends, and holidays. Are you available to work this schedule?

☐ Yes

☐ No

**\* Required Question**