

**COMMONWEALTH PORTS AUTHORITY**  
**Position Description**

**LEASE COMPLIANCE ASSISTANT**

**Code 126**

***Nature of Work***

Responsible for assisting with all compliance programs and enforcement activities of CPA leases and permits.

This employee is responsible for assisting in the administration of the lease compliance programs on lease compliance and revenue-producing leases. Work is technical in nature and reviewed through conferences with the Enforcement and Lease Compliance Officer or above.

***Examples of Duties (Illustrative)***

1. Assists in developing, coordinating and directing the overall lease compliance program at CPA.
2. Manage tenants' compliance with lease agreement such as monitoring and tracking tenants' property insurance agreements to ensure uninterrupted coverage during the terms of the lease and any other lease requirements.
3. Advises the Enforcement/Lease Compliance Officer or his designee on substantial changes or violations of CPA lease provisions.
4. Prepares notices of violation or termination.
5. Assist in conducting site visits, prepares responses to tenants.
6. Assists in the process of bidding, selecting and awarding of leases on properties, land, concessions, office and warehouse space.
7. Follows CPA and applicable federal procurement rules and regulations.
8. Applies theories, methods and techniques necessary for favorable results.
9. Holds discussions with the Enforcement/Lease Compliance Officer, officials of CPA tenants and cognizant agencies to effectively administer the lease compliance program and carry out enforcement activities.
10. Performs other related duties as assigned.

***Minimum Requirements of Work***

1. General knowledge of the specific functions of each department at CPA.
2. Knowledge of CPA as an autonomous agency, rules, regulations and procedures.
3. General knowledge of lease or rental agreement.
4. Ability to apply principles and theories of property management.

5. Knowledge of applicable local ordinances, federal, FAA and ADA standards and regulations.
6. Ability to establish and maintain a cooperative relationship with tenants, supervisors, employees and other personnel.

***Minimum Qualifications***

Any combination equivalent to graduation from high school (or G.E.D.) and/or a Two (2) year degree in business or related field from an accredited U.S. college or university with no less than two (2) years of progressively responsible experience in airport/seaport operations, property or land management agency(s), or contract management.

Shall have no record of felony or criminal conviction.

***Pay Range***

Pay Level : 14

Minimum: \$1,095.64 bi-weekly or \$13.70 per hour (PL 14/1)

Maximum : \$1,873.91 bi-weekly or \$23.42 per hour (PL 14/12)

**Adopted by CPA Board December 22, 2022.**