

MAJOR FUNCTION

This is responsible professional engineering and managerial work in directing and managing the Aviation Department's Capital Programs Division. The position is responsible for all functions related to the preparation or acquisition of services to prepare, and oversight related to: airport and facility planning, architecture/engineering, construction, environmental, and sustainability issues and the development and implementation of the airport capital improvement program. Duties are performed with considerable independence requiring the exercise of judgment and initiative in day-to-day operations. Important contacts are required with the public, officials of the county, state and federal agencies, contractors and consulting engineers. The work is performed under the administrative direction of the Director–Airport who reviews the work through conferences, evaluation of completed projects and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the planning, design, construction, and coordination of a large number of various airport infrastructure projects. Manages all division activities and staff which may include project coordinators, planners and administrative assistants. Prepares and monitors division operating and capital budgets. Reviews airport capital project submittals. Attends meetings and makes presentations to the City Commission, community groups, other public officials, and serves on advisory committees. Prepares and reviews Commission agenda items. Coordinates with the Federal Aviation Administration's Airports District Office (ADO) and key stakeholders to develop and maintain the Airport Master Plan and Airport Layout Plan. Develops plans for Airport development and improvement, and implements the approved schedule of projects. Oversees structure and land records management. Prepares Requests for Qualifications and Proposals and Statements of Work and oversees process for the acquisition of professional services; oversees the work of airport consultants providing professional services for major repair and capital projects; drafts Statements of Work and performance specifications for capital projects not requiring outside professional design services. Approves contract pay requests and change orders. Prepares the multi-year capital plan and budget; prepares the state, federal and Passenger Facility Charge grant applications. Monitors grant and Passenger Facility Charge compliance and assurances. Develops, monitors and accomplishes DBE participation goals. Monitors contractor compliance with DBE, Davis-Bacon, and other federal, state, and local regulations. Recommends and develops environmental procedures, practices, programs and projects for implementation; audits environmental compliance by Airport's operations, tenants and contractors; arranges for staff and tenant training regarding environmental requirements; works effectively with federal, state and local agencies responsible for environmental compliance; reviews Airport facilities, operations and projects for opportunities to incorporate sustainability initiatives; and leads the Airport's initiatives to reduce energy use and costs. Coordinates the continued development and on-going maintenance of the Airport's Storm Water Pollution Prevention Plan (SWPPP). Coordinates with Federal Aviation Administration and Florida Department of Transportation personnel to ensure compliance with various regulations to include the Airport Improvement Program (AIP) and Joint Automated Capital Improvement Program (JACIP). Establishes and implements a wide range of planning functions including feasibility studies, facility condition reports, pavement maintenance programs, and facility and airport master plans. Requires the use and exercise of independent judgment. Recommends the hire, transfer, advancement, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists Director and Deputy Director as requested on major programs and projects for the department. Keeps abreast of improvements and innovations in area of responsibility and incorporates practices and techniques into work as appropriate. Performs related work as required.

Desirable Qualifications**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of engineering as applied to the development and management of airport programs and systems. Thorough knowledge of airport planning, design and administration. Thorough knowledge of the principles and practices of modern airport administration and program management. Thorough knowledge of Federal Aviation Administration (FAA) rules, regulations and FAA advisory circulars pertaining to airport operations and development. Possesses a working knowledge of the principles and practices of design of airport horizontal and vertical construction; construction management methods and techniques; the design and layout of airport facilities; airport and aircraft operations, and aviation industry; the principles and practices and methods of airport planning, building architecture, environmental principals, procedures, practices and laws; and CAD and GIS. Knowledge of federal, state and local environmental and aviation agencies, and project eligibility and priority system for FAA, AIP and PFC Programs and state funding programs; possesses a working knowledge and understanding of FAR Part 77. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, organize, direct and coordinate airport engineering activities and programs. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to perform extensive, responsible research, analysis and technical report writing. Ability to establish and maintain effective working relationships with other municipal officials, employees, contractors, engineering firms and the public. Ability to express ideas on technical subjects clearly and concisely, both orally and in writing. Ability to address civic organizations or other public or private groups on subjects relative to public works programs and projects. Ability to prepare, develop, manage and present long-range public works and engineering plans and programs. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, construction management, planning or a related field and six years of professional experience that includes airport capital programming, airport operations, airport maintenance, or airport construction management, at a commercial service airport; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess and maintain registration as a professional engineer in the State of Florida.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-16-17