

**MAJOR FUNCTION**

This is professional, administrative, and managerial work responsible for organizing, planning, leading and managing the Aviation Department's Planning, Development and Environmental/Technical 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. The work is performed under the general direction of the Director-Airport. The incumbent is expected to exercise considerable independence and initiative in the performance of daily tasks. Work is reviewed through observations, conferences, reports, and by results obtained.

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

Plans, assigns, coordinates and supervises City personnel and/or contractors assigned to the Planning, Development and Environmental/Technical Division. 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 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 and federal grant applications. Monitors grant and Passenger Facility Charge compliance and assurances. Initiates the process to have capital assets capitalized. 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. Oversees stormwater management. Establishes and implements a wide range of planning functions including feasibility studies, facility condition reports, pavement maintenance programs, and facility and airport master plans. Makes oral and written presentations on programs to the Director-Airport, various city and county boards, commissions, and other bodies. Recommends the selection, transfer, promotion, grievance resolution, discipline, and dismissal 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. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of FAA rules, regulations and FAA advisory circulars pertaining to airport operations and development. Possesses a working knowledge of the principals 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 principals 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. Skill in reading, interpreting and revising drawings, diagrams, blueprints and detailed technical specifications and contracts; have demonstrated ability to draft requests for proposals, technical specifications, policies, procedures, reports, forms, letters and memorandum. Skill in establishing and maintaining effective working relationships and communications with governmental officials, employees and regulatory agencies, tenants, City Commission, fellow employees, contractors and the general public; possesses high level public speaking skills and ability to prepare and provide clear, persuasive and concise presentations; and possesses excellent personnel supervisory and management skills including training, assignment and monitoring skills.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, construction management, planning or a related field and five years of professional experience that includes capital programming, project management, grants development and management, airport operations, maintenance, construction management, finance and administration, or contract management at a commercial service airport; or an equivalent combination of training and experience.

Necessary Special Requirements

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: 08-05-94  
Revised: 10-29-01  
10-14-03\*  
09-15-09\*  
10-04-13