

**MAJOR FUNCTION**

This is professional, administrative, and managerial work overseeing capital programming, capital projects design and construction, stormwater management, structure and land records management, and environmental compliance at the airport. The incumbent also assists with grant development, compliance and assurances. The work is performed under the general direction of the Director-Airport. The incumbent is responsible for outside contracts and contractors, as well as the work that is performed in-house. 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**

Programs, assigns, coordinates and supervises City personnel and/or contractors assigned to the Capital Programs Administration Division. Prepares annual capital projects budget, managing individual projects and monitoring expenditures. Anticipates, programs, and schedules all airport capital projects. Selects and oversees the work of design professionals, contractors and inspectors for individual projects. Approves contract pay requests and change orders. Participates in grant development and assures departmental compliance with grant obligations and passenger facility charge requirements, including providing accurate documentation for audit purposes. Works with Minority Business Enterprise Office to develop and enforce FAA required DBE project goals. Assures full departmental compliance with applicable environmental regulations. Coordinates capital projects with airport tenants, neighbors, other City departments, the FAA, and the Florida Department of Transportation (FDOT). Makes oral and written presentations on programs to the Director-Airport, various city and county boards, commissions, and other bodies. Oversees competitive bidding procedures for each project. Develops quality and productivity improvement capabilities to improve services and productivity. 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 as requested on major programs and projects for the department. Performs related work as required.

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

Thorough knowledge of airport capital planning, construction management, grant management procedures, techniques and problems. Thorough knowledge of airport operations and pertinent property management methods and techniques of tenant relationships. Thorough knowledge of FAA rules, regulations and FAA advisory circulars pertaining to airport operations and development. Thorough knowledge of grant and passenger facility charge documentation and reports. Considerable knowledge of modern administrative practices and procedures. Knowledge of environmental rules as they apply to airports. Ability to have strategic vision and analyze alternatives. Ability to monitor details. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize, train, and supervise subordinates in a manner conducive to high performance and good morale. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, engineering 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\*