

Title: Airport Engineer

Reports To: Vice President of Planning and Engineering

FLSA Code: Exempt

Grade: TBD

Approved: *MS*

Approved: *AN*

Distinguishing Characteristics:

Under general supervision and administrative direction, is responsible for managing and coordinating all civil engineering related activities at Tucson International Airport (TUS) and Ryan Airfield (RYN); responsible for all project related administrative requirements and serves as project manager for successive design and construction projects of considerable diversity and complexity; supervises and directs the activities of Project Management staff that may be composed of engineering and/or architectural personnel with technical support staff, and outside contracts and consultants. Work includes preparing, reviewing and approving designs, plans, specifications and contract documents, resolving construction contract disputes, and rendering final inspection and approval of completed construction work.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of the TAA.

- Serve as the project manager for assigned projects; ensure design goals, management reports, project schedules, budgets, plans and specifications, and construction management is conducted in a timely and cost effective manner.
- Plan, assign and supervise the work of Project Managers; to be sure they are following appropriate policies, practices and procedures to ensure successful project completion.
- Manage budget, expenditures, and adhere to construction schedules; negotiate change orders for contractors and consultants.
- Manage and work with contractors and specialty design consultants to ensure the required quality standard requirements of the project are being met.
- Manage and support the project team and internal stakeholders to ensure all design changes and solutions are implemented and coordinated into the project design documentation.
- Manage the design, construction and inspection of assigned projects to ensure systems are fully operational by project end.

- Work closely with architects, engineers, consultants, external and internal stakeholders, maintenance staff and other technical sub-contractors until project end.
- Manage and coordinate with TAA staff, consultants, contractors, and any stakeholders to assure that all parties coordinate and collaborate to identify the best solutions for successful implementation of projects.
- Prepare reports and present recommendations to Executive Team (ET) and Board at key decision points in project development.
- Assist in the design and constructability; review of design plans and specifications which are prepared by consultants under contract with TAA; coordinate support services and provide knowledge and authoritative guidance on design and construction criteria.
- Manage inspections with outside agencies and TAA staff, and accept completed assigned projects for the TAA.
- Manage final inspections to develop appropriate punch lists; monitor and approve all progress payments through the completion of projects.
- Keep current, accurate records on each working project.
- Respond to inquiries from TAA staff and tenants, and provide information pertaining to the status of projects.
- Provide 24-hour response/resolution to project and airport related emergencies.
- Ensure compliance with rules and regulations governing the use of TAA property and facilities, and Federal Aviation Regulations (FAR) and safety regulations during the course of assigned projects.
- Complete performance management for employees; monitor and evaluated the performance of personnel using standardized criteria; ensure required training is accomplished; exercise leadership by encouraging employees to attend other training or professional development opportunities.
- Collaborate with the Federal Aviation Administration (FAA), Arizona Department of Transportation (ADOT), city or county staff, as necessary, to ensure successful project implementation.
- Work closely with TAA Information Technology and Maintenance staff to effectively maintain and plan for replacement/upgrades to existing systems.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

A Bachelor's degree from an accredited four year college or university with major course work in civil engineering or equivalent experience; a minimum of five years of professional engineering and project management experience. Strong project management experience and background with civil design and construction of airfield pavements is required. Progressively responsible management and supervisory experience is highly desired.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of civil engineering design and construction, and administration of project management.
- Design principles, techniques and tools used in the production and use of precision technical plans, drawings and models.
- A variety of practices and procedures, including, but not limited to federal, state, county and city laws; FAR Part 139, Transportation Security Administration (TSA) Part 1542, and TAA airport geography and land areas.
- Technical or functional area of responsibility.

Skill in:

- Project Management.
- Excellent organization, oral and written communications, proofreading, critical thinking and multi-tasking.
- Business English, grammar composition, office practices and procedures, and proficient ability to produce business documents.
- Exercising effective supervisory management techniques.

Ability to:

- Apply civil engineering principles, methods, and techniques to theoretical and practical problems with versatility, judgment, and perception.
- Express ideas effectively; prepare and present written and/or oral reports and recommendations to Executive Management, TAA board, tenants and the general public.
- Read, write and speak the English language in an articulate, fluent manner.
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals.
- Hear and communicate via telephone, radio, cellular telephone, with sufficient clarity to be understood by others and to hear radio and telephone transmissions in a high noise environment.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Perform tasks with a high degree of accuracy, attention to detail, with mature judgment, to function in compelling, high stress, fast moving work surroundings, with deadlines and multiple projects.
- Initiate and organize responsibilities without observant supervision, and take independent action relative to work problems requiring immediate solutions, including notification to your supervisor if you are unable to resolve work problems
- Engage in self-improvement activities, and training as appropriate.
- Prioritize responsibilities to ensure long-term priorities are not sacrificed for short-term accomplishments.

- Delegate projects based on situations and capabilities of direct reports, while remaining informed and supportive of progress for delegated tasks.
- Hold direct reports accountable for accomplishing functional responsibilities and delegated tasks, and to differentiate between high and low performers.
- Coach and provide leadership and development opportunities for direct reports.
- Understand own strengths and weaknesses, to seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.
- Continually learn and develop, especially in the areas of management, coaching and leadership.
- Take initiative and be a self starter.
- Use computers with various software programs and office machines.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver's license.
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area and Movement Area on the Air Operations Area (AOA).
- PE license is preferred.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- Must successfully complete the National Incident Management System (NIMS) 100, 200, 700, 800, 300 and 400 course requirements and certification within the first year of assuming the position.
- Must receive AAAE Certified Member (CM) certification within 24 months of assuming the position.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.
- Will serve at the pleasure of the President/CEO and is not covered under the appeals process.