



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Senior Project Manager

About the Senior Project Manager Position

The Tucson Airport Authority is looking for a Senior Project Manager, who under general supervision and administrative direction is responsible for managing and coordinating the planning and implementation of architectural and/or facility engineering design and construction phases of projects with a focus on architectural, MEP and IT systems at Tucson International Airport and Ryan Airfield.

The Senior Project Manager, will be responsible for all project related administrative requirements and serves as project manager for successive design and construction projects of considerable diversity and complexity.

Just a few of the upcoming projects this position will oversee include construction of a new 35,000 foot hangar, replacement of existing EVIDs system, new Access Control System and baggage system upgrade.

Job Requirements

A Bachelor's Degree from an accredited four year college or university with major course work in engineering, construction management, architecture or equivalent experience; a minimum of five years' experience managing design and construction projects. Strong project management experience and background with facility, Mechanical Electrical Plumbing (MEP) and IT design and construction is required. Vertical building experience is desired. Progressively responsible management and supervisory experience is desired.

Salary

Annual starting rate: \$73,548.80 - \$99,174.40 depending on experience.

TAA Benefits

Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948; it is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

Mission Statement: Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

The Airport System

Tucson International Airport (TUS) is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

Ryan Airfield (RYN), is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

How to Apply

Please visit the TAA website at www.flytucson.com to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at ssutton@flytucson.com.

Title: Senior Project Manager

Reports To: Vice President of Planning & Engineering

FLSA Code: Exempt

Grade: TBD

Approved: MSS 12-21-18

Approved: ARV 12-21-18

Distinguishing Characteristics:

Under general supervision and administrative direction is responsible for managing and coordinating the planning and implementation of architectural and/or facility engineering design and construction phases of projects with a focus on architectural, MEP (Mechanical, Electrical, Plumbing) and IT systems 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 architectural 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 TAA.

- Direct and manage, and delegate areas of responsibility; supervise the work of assigned Project Managers following appropriate policies, practices and procedures to ensure successful project completion.
- 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.
- Manage budget, expenditures, and adhere to construction schedules; negotiate change orders for contractors and consultants, where applicable.
- Manage and work with contractors and specialty design consultants to ensure the required quality standard requirements of the project are being met.
- 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.

- 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.
- Oversee and direct working meetings to include coordination with appropriate TAA departments, airport tenants, jurisdictional agencies, contractors assigned to contract, consultants and any other persons necessary to ensure a successful implementation and completion of respective projects.
- 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.
- Maintain an effective external and internal communication system among all TAA departments, TAA executives, industry peers, and community leaders and outside agencies.
- Supervise and evaluate the performance of employees with established, standardized criteria, recommending training requirements to keep staff at the highest level of skill necessary for meeting company needs and objectives. Participate in selection, hiring, and development of professional, technical, and support staff members.
- Complete performance management for employees; monitor and evaluate the performance of personnel using standardized criteria; ensure required training is accomplished; exercise leadership by encouraging employees attend other training or professional development opportunities, as appropriate or as budget resources are available.
- Participate in the development of the annual operating budget, long-range Capital Improvement Program and Major Maintenance Program budget(s); recommend annual goals and objectives for the department. Work closely with TAA IT and Maintenance staff to effectively maintain and plan for replacement/upgrades to existing systems.
- Coordinate and facilitate development of annual goals and objectives for area of responsibility; work with supervisor and division stakeholders to develop the division goals as a whole; monitor progress toward achieving such goals and objectives.
- Manage inspections with outside agencies and TAA staff, and accept completed assigned projects for the TAA.
- Manage final inspections to develop appropriate punch lists, and the approval of all progress payments through the completion of projects.
- Keep current, accurate records on each working project.
- Collaborate with the FAA, ADOT, city or county staff, as necessary, to ensure successful project implementation.
- Ensure compliance with all federal, state, and local laws, rules and regulations, and TAA policies and procedures in the operation and management of TAA's daily activities.

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:

Bachelor's Degree from an accredited four year college or university with major course work in engineering, construction management, architecture or equivalent experience; a minimum of 5 years' experience managing design and construction projects. Strong project management experience and background with facility, MEP and IT design and construction is required. Progressively responsible management and supervisory experience is desired.

Required Knowledge, Skills, and Abilities:**Knowledge of:**

- Principles and practices of engineering/architectural 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; Federal Aviation Regulations (FAR) Part 139, Transportation Security Administration (TSA) Part 1542, and TAA airport geography and land areas.
- The organization's strategic plan, mission and goals, and how these relate to division, department, team, and individual projects and initiatives.

Skill in:

- Project management.
- Organization, oral and written communications, proofreading, critical thinking and multi-tasking.
- Taking initiative and being a self-starter.
- Exercising effective supervisory management techniques.

Ability to:

- Apply architectural and 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.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals.
- 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 on a “need-to-know”.
- Perform tasks with a high degree of accuracy, attention to detail, with mature judgment, to function and remain focused in compelling, high stress, fast moving work surroundings, with deadlines and multiple projects.
- Initiate and organize responsibilities without observant supervision, and to 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 for on-the-job learning experiences, as well as seeking out formal education and coursework for continuous growth and development.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver’s license.
- PE, AIA, PMP or CCM certification is preferred.
- Meet and maintain the ability to drive airport vehicles and obtain authorization to access the Non-Movement Area on the Air Operations Area.
- 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 course requirements and certification within one year of assuming the position and courses 300 and 400 with 24 months of assuming the position.
- Must earn AAAE Certified Member (CM) certification within twenty-four 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.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

12/5/18