



Job Title	Airport Design and Construction Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	15093

Class Specification – Airport Design and Construction Manager

Summary Statement:
 The purpose of this position is to oversee and manage the implementation of planned Airport capital construction projects. This is accomplished by identifying and describing intent and type of project, scope and limits of project, budget and cost estimates, and schedule and resources that will be needed; negotiating, writing, and executing contracts with outside architects and engineers; coordinating and overseeing consultant’s design progression; coordinate and conduct comprehensive plan reviews with internal staff, outside departments, Airport tenants and user groups, Local, State and Federal regulatory agencies; to complete construction documents and technical specifications; overseeing and administering the execution and completion of construction contracts with outside general and specialty contractors; managing bid process; coordinating progress of projects with involved or affected parties; ensuring compliance of contract throughout the progression of the project. Other duties include participating in interaction and coordination with airlines, airport tenants, City, State and Federal Agencies; providing reviews and input of plans and specifications for tenant construction projects; and supervising and coordinating work activities of Administrative Technician, Engineering Technician II, and Environmental Health and Safety Specialist staff.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Manage and oversee project design development by preparing and coordinating issuance of request for proposals; conduct pre-proposal conferences; participate on proposal selection committees; develop project scope; negotiate, write, and execute contract agreements for outside Consultant services; monitor and coordinate the design process; perform reviews and guidance; coordinate design development and documents; and ensure compliance of established construction budget.
30%	Oversee and manage construction contracts by coordinating bid solicitations; manage the bid process through all stages; attend regular project progress meetings; permit site inspections to monitor progress and work quality; provide frequent updates to all involved parties; review, approve, and process payment applications; perform contract



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	administration duties; perform final acceptance inspections; and provide guidance on resolution of problems and conflicts that may arise during construction process.
20%	Meet with senior Airport management to define and develop projects by completing a semi-annual review of plans to determine status and implementation of current and future capital improvements; provide project descriptions, budgets and cost estimates to senior Airport management and finance and accounting to determine appropriation actions and develop funding plans; develop project schedules for design, bid process, and construction duration; and identify necessary resources and strategies needed for completion of projects.
10%	Perform supervisory and management of internal staff work plans and activities and performance planning and evaluations. Provide and oversee administrative support for correspondence preparing and routing for signature approvals for contract change orders, task orders, invoices, and pay applications; distribution of approved documents to outside affected parties for recordkeeping purposes; enter information into accounting system; and set up and maintain project files electronically and in hard copy.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.	



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Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in architecture, engineering, planning, real estate development, project management, or a related field.

Experience: Five years of full-time professional experience in Airport planning, design, construction, and real estate development, including two years of supervisory experience.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:



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Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office and project scheduling software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014