

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: Airport Planning Manager	DATE: 12/28/2018
DEPARTMENT/TITLE OF SUPERVISOR: Deputy Executive Director	GRADE/LEVEL: 7 (Exempt)

Position Summary (Primary Function)

The Airport Planning Manager will oversee management of all project activities at the airport to include coordinating and supervising engineering, architectural consultants and contractors connected with the design, construction, operation of airport facilities, projects and programs. Will review and check engineering drawings and maps for program compliance and airport requirements. Maintains and ensures that daily logs of construction activities are kept and prepares reports of activities for the FAA. Reviews tenant plans, coordinates work with other departments and outside agencies. Performs basic CAD functions in support of other department's needs.

Responsibilities (Essential Functions)

- Coordinates, supervises and implements the design and/or construction of Airport Capital improvement projects.
- Performs project management duties for design and construction activities. Manages the administrative aspects: updates schedules and monitors progress of project in meeting established schedule, performance and quality measurements.
- Coordinates and/or performs tasks related to process for bidding and contracting of services, develops cost projections, engineering specifications, project budgets, and schedules.
- Provides technical advice, information and assistance to co-workers, consultants, contractors and others regarding procedures, regulations, and standards. Organizes, prioritizes, and coordinates work activities; monitors and inspects status of work in progress and inspects completed work to ensure compliance with contracts.
- Participates in the selection of and coordinates with engineering firms in the design of Airport related projects.
- Coordinates and supervises projects during design and/or construction phases; attends/conducts progress meetings; works with consultants, contractors and work crews to resolve problems and initiate solutions. Assists with field decisions and prepares or approves change orders; monitors schedule, inspects quality of work and materials; coordinates final inspections and facilitates project acceptance.
- Responds to calls outside of normal work hours and returns to work as needed to resolve urgent problems 24/7/365.
- Prepares, receives, and/or reviews construction and engineering plans, designs, and specifications pertaining to projects and directs reviews as appropriate: performs or requests the consultant to provide modeling, testing, planning, and engineering studies in support of project analysis and design.
- Prepares and checks engineering drawings and maps. Creates drawings both manually and by Windows based PC utilizing CAD software or GIS software, and checks detailed engineering drawings and computations following general procedures. Responsible for updating facility drawings and backing-up files; developing a filing system for archiving computer generated drawings of in-house and outside generated plans.

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- Supervises the execution and performance of all contracts for capital improvements projects and supervises construction of capital improvements.
- Researches and interprets complex technical documents such as FAA regulations and Advisory Circulars.
- Researches and prepares reports and plans to support complex issues, such as National Environmental Protection Act (NEPA) documentation, site and area development planning, as well as compatible land use plans.
- Coordinates the preparation of reports and informational material including the creation of presentations for the Planning Department.
- Assists Finance with reconciling project issues and grant administration.

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Bachelor's degree with a minimum of 5 years relevant experience or equivalent experience in lieu of a degree.
- Associates degree combined with equivalent work experience.

Experience Requirements

- Minimum of five years of relevant work experience to include supervision in facility management and construction management in airport/airfield/building design as well as project management.

Special Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles and practices, methods and techniques of civil engineering and architectural construction.
- Ability to successfully perform project management tasks including the proactive management during project initiation, planning, implementation and closeout.
- Knowledge of modern engineering methods and techniques as applied to construction and maintenance of public works and utilities. Prefer knowledge of Airport facilities and environment.
- Ability to use personal computers for word processing and data base management.
- Ability to supervise and inspect work of contractors on engineering projects in the field or office and to obtain adherence to plans and specifications.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate initiative and self-motivation in a rapidly changing work environment.
- Ability to convert broad program issues to a work program level. Ability to maintain a customer service orientation in all circumstances.
- Basic knowledge and utilization of PC based CAD software programs.

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Supervisory Responsibilities

- No direct reports but must be able to indirectly supervise others through project management.

Licenses Required

- Must possess a valid North Carolina driver’s license or the ability to obtain if hired.

Latitude/Independent Judgment/Accuracy

- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

Working Conditions

- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Some out-of-town travel is required.
- Must be able to drive to various locations on and off airport premises.
- Occasional work in unfavorable weather conditions.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government.