

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Airport Development Project Manager	DATE: 09/19/2024
DEPARTMENT/TITLE OF SUPERVISOR: Planning / Vice President of Planning	GRADE/LEVEL: 22 (Exempt)

Position Summary (Primary Function)

Responsible for program and project activities for planning, design, construction, and operation of airport facilities. Ensures compliance with all federal, state, and local regulations, design standards, airport requirements and ordinances. Supervises and coordinates with planning, engineering, and architectural consultants and contractors. Coordinate, supervises, and implements the design and construction of Airport Capital Improvement Projects (CIP), and ensures all projects comply with FAA regulations and the Airport Master Plan. Researches and interprets complex technical documents such as FAA regulations and Advisory Circulars.

Responsibilities (Essential Functions)

General responsibilities of the position include, but are not limited, to the following tasks:

1. Coordinates and performs tasks related to the programming phase of projects including planning and preliminary design and concepts. Identifies user needs and requirements; confers with all appropriate parties to solicit input and feedback; develops cost projections, specifications, project budgets, and schedules. Performs or requests the consultant to provide modeling, testing, planning, and engineering studies in support of project analysis and design. Prepares, receives, and reviews construction and engineering plans, designs, and specifications pertaining to projects and directs reviews to appropriate departments. Facilitates approval of project and final design.
2. Coordinates, supervises, and performs tasks related to project management duties for construction activities. Update and monitor progress of established schedules, performance, and quality measurements; visit and evaluate project sites and document with photos, notes, and correspondence. Attends/conducts progress meetings; assists with field decisions and prepares and/or approves change orders; reviews submittals/RFIs, inspects quality of work and materials. Works with all appropriate Airport departments, tenants, consultants, contractors, and work crews to resolve problems and initiate solutions. Organizes, prioritizes, and coordinates work activities. Coordinate operational readiness, final inspections, and facilities project acceptance.
3. Coordinates, supervises, and performs tasks related to process for bidding and contracting of services of various project components in conjunction with Airport requirements. Assists in the preparation of purchase orders, contract documents, bid documents, Requests for Qualifications (RFQ), and Requests for Proposals (RFP) for projects and services.
4. Supervises the execution and performance of all contracts for capital improvement projects. Monitors and inspects status of work to ensure compliance with contract documents. Responsible for maintaining contractual documents and information. Coordinates quality assurance testing per project requirements. Reviews and processes consultant and contractor payment applications.



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5. Provides technical advice, information, and assistance to co-workers, consultants, contractors, and others regarding procedures, regulations, and standards related to planning, design, and construction at the airport. Maintains project digital files and databases for both in-house and outside generated plans in an organized and detailed filing system. Prepares and reviews engineering and architectural drawings, computations and maps following general procedures; update facility drawings. Utilize specialized software including CAD, GIS, and Bluebeam. Prepare logs, reports, and presentations.
6. Assists the VP-Planning with budget projections, develops cost estimates and assists in preparing departmental budget. Assists in preparing grant application forms and regulatory reporting requirements. Assists Finance with reconciling project issues and grant administration. Responsible for field measuring unit cost quantities with contractor, as needed.
7. Researches and prepares reports and plans to support complex issues such as National Environmental Protection Act (NEPA) documentation, site and area development planning, and compatible land use plans. Coordinate and ensure proper permitting with authorities having jurisdiction (i.e. stormwater, building, etc.)
8. Assists the Planning Department with stakeholder outreach and liaison activities, ensuring customer service. Attend stakeholder meetings and participates in presentations to various groups; solicits input and feedback; responds to inquiries. Responds to and participates in airport emergencies and irregular operations, as needed. Reacts quickly, calmly, and exercises independent judgement and initiative to protect persons, property, and ensures compliance. Conducts and participates in required emergency response training and exercises. Assists with snow removal activities, as needed.
9. Serves as an alternate designated ADA (Americans with Disabilities Act) Coordinator for the organization. Performs ADA-related regulatory duties, including inspections, investigations, reporting, and program documents. Serve as a back-up for the Vice President of Planning.
10. Other duties, as assigned.

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

- Bachelor’s degree in related field with a minimum of 5 years relevant experience.
- Associate’s degree with equivalent work experience, or equivalent experience in lieu of a degree.

Experience Requirements

- Minimum of 5 years of relevant work experience.



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Special Knowledge, Skills, and Abilities

- Comprehensive knowledge of the principles, practices, methods and techniques of design and construction.
- Knowledge of modern engineering methods and techniques as applied to construction and maintenance of public works and utilities.
- Knowledge of Federal Aviation Regulations (FAR) Part 139 and associated Advisory Circulars, Airport Authority ordinances, regulations and directives. Knowledge of other applicable federal regulations including FAR Part 77, Transportation Security Regulations Part 1542.
- Basic knowledge and utilization of CAD and Bluebeam software programs.
- Knowledge of grant processes.
- Skills to communicate effectively orally and in writing.
- Skills to efficiently and proactively manage multiple priorities, tasks, and consultants/contractors for planning, design, and construction projects.
- Effective organizational and computer skills, including proficiency in Microsoft Office Suite Products.
- Skills to convert broad program issues to a work program level.
- Ability to successfully perform project management tasks during project planning, initiation, implementation and closeout.
- Ability to supervise and inspect work of contractors on engineering projects in the field or office for adherence to plans and specifications.
- Ability to establish and maintain effective working relationships with internal and external stakeholders, airport tenants, federal partners, co-workers and the public, and represent the airport in a positive and professional, customer-service oriented manner.
- Ability to respond calmly and effectively in emergencies, and effectively manage sensitive and tense situations.
- Ability to demonstrate initiative, creativity and innovative thinking in a rapidly changing work environment.

Supervisory Responsibility

- No direct reports but must be able to supervise consultants and contractors engaged on Airport projects.

Licenses/Certifications Required

- Valid Driver’s License or ability to obtain.



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Latitude/Independent Judgment/Accuracy

- The Vice President of Planning and/or Chief Operating Officer establishes workflow for the position.
- Diligence and confidentiality must be exercised when handling contractual information.
- 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.
- Responsible for own work but must coordinate work with others.

Working Conditions

- Physical Demand - Some lifting from 30-50 lbs., carrying, walking, standing, pushing, pulling, stooping, and kneeling requirements necessary up to 40% of the time. Sitting required 60% of the time.
- Mental and/or Visual Demand - Mental and visual demands vary with function performed. Consistent mental attention needed to monitor workflow and respond efficiently.
- Attentiveness to work procedure will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and limited normal industrial environment.
- Exposed to weather elements on occasion.
- Position subject to background check and drug test.
 - Accidents unlikely outside of minor injury such as abrasions, cuts, or bruises.
- Some out-of-town travel is required.
- Must be able to drive to various locations on and off airport premises.
- Primarily works standard office hours Monday through Friday. Work required at other times for supervision, training, special events, irregular operations, inclement weather and emergencies. Subject to emergency call backs for work.
- Some job functions may be done through telework; however primary job functions require in-person/on-site work.
- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude from employment.