

PROJECT MANAGER

Status – Exempt

Salary Range - \$70,200 - \$117,000

Salary may be negotiated near, or above the midpoint of the range for the exceptional candidate, based on qualifications and experience.

Position Summary

Under the general supervision of the Vice President of Operations, the Project Manager role at SBN is responsible for coordinating and managing assigned construction and capital improvement project and related activities, disseminating information and coordinating with internal and external stakeholders and other departments related to capital projects and large scale maintenance projects related to the construction trades (e.g. mill and overlays) as well as implementing and maintaining project management processes withing established guidelines and standards.

Responsibilities (Essential Functions)

Coordinates with engineering firms in the design, implementation, and/or construction of Airport capital projects.

Coordinates capital construction activities (e.g. renovations, inspections, contractor and engineering/architect meetings, permitting activities, project close-out and building commissioning activities, mandated reports, etc.) for the purpose of ensuring that all phases of construction project are completed within specifications, building codes, laws, regulations, and with minimal interruption to the Airport's commercial activities and tenants.

Coordinates and/or performs tasks related to process for bidding and contracting of services, develops cost projections, project budgets, and schedules.

Performs project management duties for design and construction activities. Manages the administrative aspects (e.g. manages project progress in meeting established schedule, performance and quality measurements, cost analysis, etc.)

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 as well as inspecting completed work to ensure compliance with contracts.

Communicates and coordinates the Airport Authorities needs with architects, engineers, contractors, construction management firms, etc. for selecting, awarding, and executing of contracts.

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 coordinates change order approvals, monitors schedule, inspects quality of work and materials; coordinates final inspections and facilitates project acceptance.

Receives and reviews construction/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.

Responsible to inspect and/or assist in inspecting all aspects of construction (e.g. exterior, interior, walls, electrical, plumbing, HVAC, roof concrete, asphalt, paint, etc.) for the purpose of ensuring compliance with plans, specifications, local codes and ordinances.

Communicates as needed and responds to inquiries (e.g. administrative staff, inspectors, contracts, engineers, architects, stakeholders, etc.) for the purpose of providing required information.

Maintains a central filing system including variety of hard-copy and electronic files and/or records (e.g. architectural publications, material samples, regulatory approvals, job-related communication, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Assists the Properties Manager in the review of tenant plans.

Researches and interprets complex technical documents such as FAA regulations and Advisory Circulars.

Assists Finance Department with reconciling project issues for grant administration.

Responds to calls outside of normal work hours and returns to work as needed to resolve urgent problems (24/7/365).

Performs other related duties as assigned for the purpose of ensuring safe, efficient and effective functioning of the Airport.

Educational Requirements

Bachelor's degree in Architecture, Engineering, Construction Management or other related degree from an accredited college or university.

Associates degree in the above fields combined with equivalent work experience may be considered.

Experience Requirements

Minimum of five (5) years of professional, job related, experience within specialized field with increasing levels of responsibility.

Knowledge, Skills, and Abilities

ABILITY to supervise/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.

KNOWLEDGE of Microsoft office and the ability to utilize technologies applicable to position.

ABILITY to demonstrate initiative and self-motivation in a rapidly changing work environment.

ABILITY to take written or verbal direction. Ability to communicate effectively and professionally with others through written and verbal means.

KNOWLEDGE of principles, practices, methods of techniques as applied to construction and maintenance of facilities and infrastructure. Airport specific experience is advantageous but not required.

ABILITY to perform applicable mathematical computations; read technical information, compose various documents, and/or facilitate group discussions. Analyze situations to define issues and draw conclusions.

KNOWLEDGE of construction trades, codes, technical drawings, etc. Knowledge of Airports or Aviation is advantageous, but not required.

ABILITY to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined processes.

ABILITY to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes and utilizes job related equipment and/or technology and programs.

Problem solving **SKILLS** are required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being extremely attentive to detail, meeting deadlines and schedules; working with frequent interruptions; and, working under time constraints.

ABILITY to convert broad program issues to a work level program.

ABILITY to maintain a customer service orientation in all circumstances while promoting and adhering to the Airport Authority's "Mission, Vision, and Values."

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional lifting, carrying, pushing, and/or pulling (up to 35lbs)
- Some climbing and balancing
- Some stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally, the position requires 60% sitting, 20% walk, and 20% standing

Mental and/or Visual Demand – Mental and visual demands are high and vary with function performed. Consistent mental attention needed to respond safely and efficiently. Frequent work or travel in or near roadways, parking areas, and aircraft operating areas require constant vigilance of vehicular, aircraft and equipment traffic.

Attentiveness to work procedure will reduce potential risk of injury in work areas.

Exposure to normal office environment, normal aviation/industrial environment and normal construction/project site environment.

Functional Requirements

Must complete and pass a comprehensive 10 year background check and be able to obtain security and access credentials.

Must pass a pre-employment drug screening.

Must have, or obtain within 30 days of employment, a valid Indiana state driver's license.

Must be able to obtain Airfield "Movement Area" driving certification for controlled access to all surfaces (runways, taxiways, aprons, etc.) within six (6) months of employment. Training to be provided.