

AIRPORT CONSTRUCTION PROJECT MANAGER

Code No: 3-14-388
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior-level project management position, located at the Monroe County Department of Aviation, Greater Rochester International Airport, responsible for Airport building renovations and new construction. The employee prepares estimates based upon visual inspection and discussion of projects with other personnel and interpretation of preliminary drawings, detail drawings and specifications. The employee reports directly to, and works under the general supervision of, the Director of Aviation. The employee is required to be on call and available twenty-four hours a day. General supervision is exercised over airport technical staff and contractors. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Manages and directs all aspects of Airport construction projects, including but not limited to, building construction and airfield capital projects;

Develops and administers construction project contracts;

Works with the Director of Aviation and other personnel in developing budgets for construction projects;

Reviews bids for specification compliance;

Prepares preliminary and final project estimates for new construction and major capital renovations;

Completes claim vouchers, purchases materials, and estimates labor costs for projects;

Reviews architectural designs and plans;

Oversees, and remains in contact with, contractors throughout the project;

Works with contractors to resolve difficult problems or concerns;

Maintains required construction records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of proper construction project management; thorough knowledge of large scale project construction and renovations; thorough knowledge of proper construction techniques, materials, and workmanship; ability to interpret construction plans; ability to develop specifications for construction projects; ability to measure dimensions and calculate amounts of materials needed from these dimensions; ability to analyze cost estimates; ability to develop and monitor a budget; supervisory ability; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with others; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Construction Technology, plus four (4) years of paid full-time or its part-time equivalent experience in construction *project management** and renovation of *large-scale*** public facilities four (4) years of which must have been in a supervisory capacity***; OR,
- (B) Eight (8) years of full-time paid or its part-time equivalent experience as described in (A) above, four (4) years of which must have been in a supervisory capacity***; OR,
- (C) An equivalent combination of education and experience, as defined by the limits of (A) and (B) above.

*For the purpose of these minimum qualifications, ***Project Management*** involves all of the following activities:

- Preparation and/or review of project scope, proposals, design, estimates, specifications
- Project scheduling and tracking
- Oversight/management of the construction phase of a project for conformance to design standards
- Preparation/review of weekly progress reports and progress payments

For the purpose of these minimum qualifications, *large scale*** is defined as a 50,000 square foot facility or larger, or projects ranging from \$5M and higher.

*****supervisory capacity**, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: August 9, 2007

REVISED: November 8, 2012

ADDITIONAL INFORMATION: Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.