



Project Manager

Position Summary:

A substantially experienced position, a Project Manager designs, develops and provides services/products for air transportation industry clients by applying engineering principles and technologies so as to exceed clients' expectations.

Tasks:

The incumbent performs a variety of engineering planning, design and construction phase assignments on a range of airfield projects such as:

- Horizontal and vertical geometry
- Grading and drainage
- Erosion and sediment control
- Pavement Design & Evaluation
- Quantity take-offs
- Prepare cost estimates
- Prepare clear and concise reports
- Phasing/Constructability
- Project Scheduling
- Prepares plans and specifications
- Interprets Federal Aviation Administration and other regulatory design standards

Knowledge, Skills and Abilities:

General Knowledge:

- Aviation knowledge or experience required
- Extensive and diversified knowledge and skills of civil engineering principles, practices, in broad areas of assignments and related fields
- Uses advanced techniques in modification or extension of theories and practices of sciences and disciplines to complete assignments
- Extensive understanding of other site disciplines (mechanical, electrical, plumbing, etc.)
- Works on major project or several projects of moderate scope with complex features

Technical Responsibilities and Skills:

- Reviews complete project documents for conformity and quality assurance
- Develops new techniques and/or improves processes, materials, or products
- Assists upper level management as a technical specialist or advisor
- Skilled in Civil engineering/design/CADD software and other PC software packages typically associated with engineering is required
- Skilled in AutoCAD Civil 3D required
- Proficiency in scheduling software preferred

Abilities:

- Advanced and effective written and verbal communication skills which also includes successfully communicating technical information to non-technical persons
- Represents the organization in communications and conferences pertaining to broad aspects of engineering assignments
- Interfaces with clients, officials, contactors and others as needed
- Willingness and ability to work pre-determined and unscheduled hours beyond 40 hours as needed

Managerial Responsibilities:

- Supervises and provides clear direction to all staff necessary to complete assignments
- Oversees planning and detail aspects of engineering work
- Reviews and approves scopes, budgets, and schedules for assignments
- Prepares proposals to provide services or obtain funding for projects or programs

Physical Requirements:

- Vision- near, color vision, and ability to focus:
 - Near Vision Acuity- requires clarity of vision at 20 inches or less and ability to read small text/print on documents and computer screen
 - Color – ability to identify and distinguish colors
 - Adjust focus- ability to adjust the eye to bring an object into sharp focus
- Light physical activity- requires exertion up to 20 lbs. of force and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects
- Sitting- remains in seated position for extended periods of time
- Work under adverse conditions such as inclement weather and around heavy construction

Qualifications:

- Bachelor of Science or Master of Science Degree in Civil Engineering or Engineering Technology from an ABET/EAC accredited program
- Minimum of 8 years of engineering experience
- Professional Engineer License required

Attributes:

- Team player
- Enthusiastic, resourceful, and effective service attitude
- Self-starter
- Comfortable working in a fast paced and frequently changing environment with multiple and competing deadlines

Disclaimer:

The above statements are intended as only a summary of the typical functions, general nature and level of work being performed by persons in this job. It is not an exhaustive or comprehensive list of all job responsibilities, tasks, and duties. ADCI management reserves the right to amend and change, as necessary, any responsibilities, tasks or duties to meet business and organizational needs.



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I have reviewed and understood the preceding job functions required of the position should I be offered and willing to accept an offer of employment with Airport Design Consultants, Incorporated. I am prepared to meet the requirements of the position:

Without additional accommodation

With reasonable accommodation described below:

I am not prepared to meet the responsibilities of this position.

Signature

Date

Print Name