



Position Description

Department	Properties
Position Title	Manager – Design & Construction
Grade	M-3
Reports To	Director – Properties, Planning & Development
FLSA	Exempt
Approved Date	April 3, 2008
Revised Date	July 28, 2022
Purpose	Manage the development and administration of all design and construction projects from inception through close out. Act as liaison between contractors, consultants, airport staff, FAA and other stakeholders to assure safe, efficient, and well coordinated project implementation. Oversee project organization, scheduling, contracting and administration.
Duties & Activities	<p>Facilitate the development, review and coordination of project plans and specifications from inception through bid.</p> <p>Function as primary point of contact for all consultants and contractors. Monitor their compliance with LIT design and construction standards. Track all assigned tasks, expenditures and budgets.</p> <p>Participate in and/or conduct design coordination, pre-bid, pre-construction, and construction progress meetings.</p> <p>Oversee the development and maintenance of front end specifications for both large and small projects, with and without federal funding.</p> <p>Maintain daily records of events relative to each construction project, and prepare Commission reports as directed.</p> <p>Observe all projects as directed for compliance with executed contract documents, specifications, plans, and generally accepted construction procedures, as well as safety, environmental, and code compliance.</p> <p>Review submittals and insure applicability and installation. Coordinate with utilities, staff, tenants, and FAA as required.</p> <p>Coordinate all construction related issues with airport staff, FAA and airport stakeholders. Assist/monitor Form 7460 review and issue of NOTAMS.</p> <p>Review construction inspection and testing reports, and monitor all work for compliance with grant assurances.</p>

	<p>Process all project invoices. Review and recommend for approval all pay requests, DBE documentation, and other documents as required. Prepare invoice breakdown by funding source as required for project accounting.</p> <p>Facilitate final punchlist, commissioning and close-out of projects.</p> <p>Organize and oversee daily maintenance of all project files.</p> <p>Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.</p> <p>Respond to and assist with Airport emergencies. Perform other duties as assigned.</p>
<i>Role Definition</i>	Individual Contributor
<i># of Direct Reports</i>	None
<i># of Indirect Reports</i>	Administrative support
<i>Budget Responsibilities</i>	Development and oversight of budget relating to construction projects.
<i>Education & Experience</i>	A Bachelors Degree from a four year college or university with a degree in Engineering, Architecture, or Construction Management, and minimum of 5 years experience in the management of construction projects representing the owner. Preferable airport work experience includes paving (ACC and PCC), utilities, storm water, conveyor systems, structures, and buildings (specialty), roads and demolition.
<i>Language Skills</i>	Ability to read, analyze, and interpret common and technical journals, financial reports, legal documents, plans and specifications. Ability to respond to common inquiries or complaints from internal customers, regulatory agencies, stakeholders or members of the LRNA Commission. Ability to effectively present information to management and public groups, civic bodies and/or Airport Commission.
<i>Math Skills</i>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry
<i>Reasoning Ability</i>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<i>Computer Skills</i>	Knowledge of Microsoft Office applications including Word, Excel and PowerPoint. Experience with AutoCAD, GIS and various construction software packages (i.e. Primavera) is highly desirable.
<i>Technical/Trade Skills</i>	Working knowledge of building HVAC, plumbing and electrical systems, data/communication infrastructure, pavement repair and management systems, Airport lighting systems, landscaping, and building structures. Working knowledge of FAR part 139, FAR part 1542, and FAR part 77. Must be able to work on multiple projects at one time.
<i>Interpersonal Skills</i>	Must interact professionally with Airport Management, Commission, contractors, sub-contractors, tenants, and others. Must have the ability to be able to mitigate highly volatile situations and effectively communicate

	under periods of high stress and/or dangerous conditions.
<i>Licenses/Certifications</i>	Drivers License
<i>Physical Effort</i>	Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. There may be a need to stoop regularly or move/lift light material or equipment (typically less than 10 pounds).
<i>Job Environment</i>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable.
<i>Job Hazards</i>	Most of the time is spent in general office or equivalent conditions. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<i>Job Pressures</i>	Under regular pressure to meet simultaneous deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.