



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 801.3

Job Title: **AIRPORT INFRASTRUCTURE PROJECT MANAGER**

Pay Grade: 25

GENERAL SUMMARY:

Manages the construction and delivery of airport system project(s) that span across one or more business unit(s). Manages resources, schedules, financials, procurement and adheres to stage gate quality and HAS control guidelines throughout the full construction program and project development life cycle.

RESPONSIBILITIES:

- Manages multiple airport construction and design contracts of various sizes.
- Coordinates airport construction and engineering projects with multiple departments and divisions, external stakeholders, and contractors to ensure construction management projects specifications, milestones, etc. Creates and maintains records.
- Manages issues, risk assessment, and project change requests to ensure successful and on-time construction management and project delivery.
- Provides insight and contributes to process improvement initiatives to improve construction management and project delivery.
- Oversees airport construction inspection activities and personnel and reviews and evaluates contractors' compliance on various construction and design project plans and specifications.
- Reviews and evaluates preliminary construction plans.
- Attends pre-bid, pre-construction, and various project meetings.
- Facilitates the development of bid documents and oversees the implementation process.
- Reviews contractor submittals.
- Resolves construction and design issues.
- Prepares and reviews various reports and records.
- Reviews, approves, and tracks consultant or testing laboratory reports.
- May develop standard protocol for environmental and geotechnical investigations.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Architecture, Engineering, Construction Management, Landscape Architecture, Project Management, or a closely related field based on the responsibilities of the position. Considerable knowledge of design or construction is required.

SPECIFICATIONS: (Continued)

EXPERIENCE:

Four years of experience in construction, construction inspection, design, geotechnical, environmental or a closely related field are required.

SUBSTITUTIONS:

Directly related professional architectural, construction or engineering experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work is somewhat complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

IMPACT OF ACTIONS:

Errors in work lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating period of relative autonomy and general review. The supervisor generally plays a role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation, e.g., project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation, e.g., problem resolution, etc.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above description.

JOB FAMILY:

Assistant Project Manager
Airport Infrastructure Project Manager
Senior Airport Infrastructure Project Manager