CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.7

Job Title: **AIRPORT SUPERVISING ENGINEER**

Pay Grade: 29

GENERAL SUMMARY:

Performs professional engineering work as a project manager or a specialist in one or more engineering domains and represents the Houston Airport System's (HAS) interests on a full range of engineering and building projects with planning, design and/or construction of facilities and infrastructure.

RESPONSIBILITIES:

- Supervises construction, rehabilitation or repair of infrastructure including civil, structural, mechanical, and electrical.
- Plans, directs, and coordinates preparation of engineering documents, production specifications and schedules, and contract modifications to ensure contract requirements and objectives are met.
- Oversees the design of terminal, airfield and landside infrastructure.
- Confirms and monitors project budget. Manages payment application process throughout the project design and construction phases.
- Reports to project Controls team on project progress.
- Recommends plan and schedule changes when necessary
- Negotiates contract modifications.
- Oversees management of various supporting contract to include QA/QC, QAMT, survey, etc.
- Works with Controls team to builds schedules based on project specifications.
- Reviews and approves project schedules.

SPECIFICATIONS:

KNOWLEDGE:
Requires graduation from approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing; or requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

EXPERIENCE:
Six years of active practice in engineering work after graduation from an approved curriculum in engineering, with one of the years as a licensed Professional Engineer, are required.

SPECIFICATIONS: (continued)

SUBSTITUTIONS:
A Master's degree in Engineering may be substituted for up to two years of the active experience requirement.

LICENSE:
Requires registration as a Professional Engineer in the State of Texas. A specific branch of engineering (such as civil, mechanical, structural, etc.,) may be required.

A valid Texas driver's license and compliance with the City of Houston's policy on driving is required.

COMPLEXITY:
Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors could lead to significant expenses and inconvenience. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Internal supervision may be substituted if the position involves the oversight of extensive external projects and/or contracts of a substantial monetary value.

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation, e.g., basic 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 involves some explanation and persuasion leading to resolution of moderately complex issues, e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

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:

Graduate Engineer
Engineer
Airport Supervising Engineer
Airport Managing Engineer

Effective: October 2022
Effective: December 2025