CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.8

Job Title: **AIRPORT MANAGING ENGINEER**

Pay Grade: 31

GENERAL SUMMARY:

Manages large, multi-year, multi-discipline engineering projects and activities of staff engaged in performing and/or administering system requirements, capacity, contractual agreements for feasibility studies, cost estimates, project designs and site inspections; ensures compliance with airport and engineering design standards, approved plans and specifications; and prepares all capital and operating budget proposals.

RESPONSIBILITIES:

- Directs and oversees a portfolio of Houston Airport System projects through a team of engineers and project managers. Establishes priorities, objectives, and goals.
- Develops performance standard for the project team ensuring progressive and continuous learning and improvement.
- Manages the daily functions and activities relating to engineering projects, spearheading airport initiatives by developing and implementing objectives, goals, and establishing priorities, scope schedules and budgets.
- Manages design, renovation and construction of all airfield, terminals and landside projects for the Houston Airport System.
- Collaborates with a variety of governmental agencies and internal city departments including Customs and Boarder Protection (CBP), Transportation Security Administration (TSA), Federal Aviation Administration (FAA), Houston City Council, airport officials from senior management, other HAS departments, and other city agencies during design and implementation.
- Manages capital projects, which includes terminal, airfield, and landside design projects. Carries out or oversees inspection and construction of infrastructure and facilities in accordance with the contract. Manages and oversees capital rehabilitation of airport infrastructure projects.
- Adheres to HAS project management standards, strategies, practices, processes, methodologies, and metrics.
- Collaborates with stakeholders to initiate projects, identify expected outcomes, and establish project schedules.
- Ensures projects are completed within established quality standards and in compliance with design specifications. Ensures compliance with FAA required design and construction standards as well as federal, state and local laws and codes.
- Oversees personnel responsible for the installation of specialized airport systems (e.g. jet bridges, baggage handling systems, taxiway and runway infrastructure, security infrastructure, airport utility systems, terminal facilities, air cargo infrastructure, and related items).

RESPONSIBILITIES: (continued)

- Ensures the application of best management practices in engineering principles, methods, techniques, and practices used in the design, construction, and alteration of landside and airside facilities for a large hub airport

- Ensures compliance with federal, state, and local laws and regulations as they relate to the construction of airport facilities

- Serves as the senior technical expert for achieving the airports' operations and capital improvement program objectives, researching for plan submission, making recommendations for the organization's benefit and growth, developing strategies to resolve issues, and reporting on performance

- Understands and ensures compliance with City procurement and contracting best practices.

SPECIFICATIONS:

KNOWLEDGE:
Requires graduation from an 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:
Eight years of active practice in engineering work after graduation from an approved curriculum in engineering, with four of the years as a licensed Professional Engineer, are required.

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

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

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 in work could lead to major costs and problems, and could significantly affect short-term results of the Airport. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

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

SPECIFICATIONS: (continued)

CONTACTS:

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

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 considerable explanation and persuasion leading to decision, agreement or rejection on complex issues requiring diplomacy, e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

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 moderately demanding tolerances, or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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

JOB FAMILY:
Graduate Engineer
Engineer
Airport Supervising Engineer
Airport Managing Engineer

Effective: October 2022