CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 801.4

Job Title: **SENIOR AIRPORT INFRASTRUCTURE PROJECT MANAGER**

Pay Grade: 28

GENERAL SUMMARY:

Manages various and substantial construction and airport delivery projects for Houston Airport System. Responsible for contributing to process improvement initiatives as it relates to improving construction management and project delivery. Collaborates with professional and technical staff as well as airport construction management firms in building and improving structures and infrastructure.

RESPONSIBILITIES:

- Directs the development and implementation of airport capital improvement and planning projects.
- Manages multiple high priority airport contracts and projects on a day-to-day basis, verifying that the project produces the required deliverables of quality, within the specified constraints of time and cost and to achieve the potential benefits defined in the business case.
- Provides direction on the project life cycle ownership: successful construction management will include full implementation from initiation to deployment for both major and minor initiatives simultaneously.
- Reports on airport construction phasing, milestones, stage gates, success criteria results, metrics, test and deployment management activities.
- Facilitates and develops bid documents, evaluate bids and proposals, and participate in the negotiation of contracts.
- Prioritizes, plans and works creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence.
- Develops and delivers progress reports, proposals, requirements documentation and presentations to various audiences, including project team, sponsors, and key stakeholders.
- Determines the frequency and content of status reports from the project and program team, analyze results and troubleshoot problem areas.
- Identifies and develops trusted adviser relationship with project and program stakeholders, sponsors and university stakeholders.
- Ensures projects and programs are proceeding according to scope, schedule, budget, and quality standards.
- Interfaces with departments and outside agencies or firms to discuss programs and projects.
- Administers and negotiates claims and change orders.
- Coordinates preparation of construction contracts for projects and construction administration contracts; maintains budget control over projects and contracts from design through closeout.
- Maintains construction records and reports to manager on construction contracts; provides input for departmental decision-making and planning.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Construction Management, Project Management, Civil Engineering, Business Administration, Physical Sciences, or a closely related field.

EXPERIENCE:
Six years of experience in managing construction, construction inspection, design, geo-technical, environmental, or closely related fields.

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 substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems and may have impact on the performance of the department or even Houston Airport System as a whole. The incumbent generally receives general direction, working from broad goals and policies. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision, and evaluation of work as a "first-line supervisor" or the equivalent over subordinate managers, supervisors, professionals and/or other staff in a significant, separately defined and budgeted function performed by multiple levels of

Indirect Supervision:
Involves supervision and evaluation of work as a manager or the equivalent.

CONTACTS:

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

External Contacts:
Level of external contact is primarily with citizens, visitors and/or 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 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 such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make simple gross motor responses within large tolerances.

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

Effective: October 2022