

Missouri Department of Transportation

Code: R05884

Title: Airport Project Manager

Exemption Status: Non-Exempt

Grade: 16

Job Description

Effective Date 12-01-2013

**Replaces
(Effective Date)** 10-01-2012

General Summary The airport project manager is responsible for administering state and federal airport improvement grants through all phases of an aviation project, from grant application through construction and final closeout, to ensure compliance with federal and state requirements. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Civil Engineering
Five years of experience in positions relating to highway/airport design or construction, of which at least one year must be in airport design or construction.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Multimodal Operations

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.
Job requires exposure to moderately adverse and undesirable environmental conditions.
Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Provides technical assistance to sponsors or consultants as necessary to achieve proper application of airport design standards; reviews and approves aviation project plans and specifications.
- (2) Confers with federal, state, and local officials, consultants, and the general public to provide technical assistance in the development, improvement, or maintenance of public aviation facilities and equipment.
- (3) Monitors contract administration activities on aviation projects statewide to ensure the quality of construction performed complies with the approved specifications; performs field inspections to review progress and check quality of work.
- (4) Maintains accurate and complete project records; approves final payment for project closeout.
- (5) Reviews grant applications; inspects airport facilities to determine scope of needed improvements, issues airport aid agreements to sponsors.
- (6) Reviews/approves scope of work and fees for project consultant agreements (design and construction observation) for acceptance.

- (7) Investigates construction problems arising in the field or through public complaints; resolves or recommends alternative solutions to problems.
- (8) Develops standard forms, specifications, and other documents utilized in administering the federal and state airport capital improvement programs.
- (9) Participates in pre-construction conferences with sponsor, Federal Aviation Administration (FAA), contractor and subcontractors to review project execution and compliance with state and federal requirements.
- (10) Performs final inspection of project with sponsor, FAA, consultant, and contractor to determine acceptance/non-acceptance of projects.
- (11) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (12) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.