

# Missouri Department of Transportation

Code: R05642

Title: Aviation Programs Manager

Exemption Status: Exempt

Grade: 18

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## Job Description

**Effective Date** 04-01-2006

**Replaces  
(Effective Date)** 01-01-2005

**General Summary** The aviation programs manager develops, manages and administers the federal and state grant programs that provide funding for airport planning and capital improvement projects, and ensures airport projects meet technical, operational and safety standards. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Civil Engineering.  
Successful completion of the Engineer-in-Training exam.  
Six years of experience in highway or transportation engineering.

**Supervisory  
Responsibilities** Full Supervision

**Location** Central Office - Multimodal Operations

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

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## Examples of Work

- (1) Provides technical guidance to sponsors, engineering consultants, project managers, department staff and contractors including interpreting, evaluating and resolving problems with airport design, paving, materials, contract language and construction issues.
- (2) Liaisons between airport sponsors, engineering consultants, project managers, department staff, contractors, media, federal agencies, the public and other outside agencies to ensure all stakeholders are aware of program requirements, project development issues and project status.
- (3) Supervises maintenance of accurate and complete project records, coordination of project and program audits and final payments and closeout of federal grants to ensure compliance with federal requirements.
- (4) Supervises development and/or modification of contracts, grant agreements, certification forms and program guidance documents used in the administration of federal and state airport capital improvement grant programs.
- (5) Serves as the department's expert concerning airport issues including giving technical presentations and/or training to internal and external customers and partners.
- (6) Develops manpower and cost estimates for consulting contracts and negotiates contracts; approves

consultant contracts and submittals.

- (7) Supervises and conducts solicitation for fee services by outside providers for special projects including negotiating and developing bids, fees and scope of work.
- (8) Supervises airport project staff including making hiring and other employment-related decisions, assigning work, conducting performance management and ensuring appropriate training is provided.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.**