



**Nassau Airport Development Company Ltd.  
Lynden Pindling International Airport  
JOB DESCRIPTION**

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<b>TITLE</b>	<b>Supervisor of Capital Projects</b>
<b>DEPARTMENT</b>	<b>Capital Projects</b>

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**JOB PURPOSE** - To provide steady competent support to the management of NAD's Sustaining Capital Program, inclusive of applying professional principles, practices and techniques to achieve budget, scope, quality, schedule, risk management, strategy development, planning, and organizing, for the successful execution of all capital projects.

**REPORTS TO** - Manager, Capital Projects

**QUALIFICATIONS-**

- Associate Degree or higher in Civil, Electrical or Mechanical Engineering or a related discipline
- Seven (7) years or more of relevant field experience, with a minimum of three (3) years being in a position of responsible charge.
- Demonstrated ability of successfully managing multiple projects concurrently while adhering to contractual terms and conditions and achieving established scope, budget, quality, and schedule targets.
- Certification in Project Management a plus
- Proficiency in MS Office Products and CAD based software programs
- Demonstrated ability to establish, manage and maintain effective relationships with consultants, contractors, vendors and other key stakeholders
- Extensive knowledge and experience working with governing codes, regulations, and approval processes
- Experience in managing multifaceted projects that are strategic in nature and national in scope would be a plus
- Demonstrated leadership abilities, and experience in working in a team based and collaborative environment
- Ability to develop and deliver project presentations with confidence and clarity to project stakeholders, internal / external audiences using Power Point or other presentation tools.
- Excellent leadership, analytical, problem solving and communication skills
- Ability to readily adapt to changes in environment and priorities
- Experience in airport operations, customized technical equipment and systems, and aviation training would be a plus

**KEY RESPONSIBILITIES-**

- Implement and deliver NAD's 10-year capital program as amended from time to time. Prepare project definition reports (PDR's), project appropriation requests (PAR's) or the like to provide project justification, develop and define the scope, budget, schedule and resources necessary to execute each capital project.
- Work with Departmental Stakeholders, external Stakeholders, regulatory agencies, etc. to determine capital demands for the annual budget cycle. These may include smaller projects not captured in the 10-year master plan.
- Liaise with Maintenance and Operations to develop capital projects associated with assets that require capital replacement on a life cycle basis.

- Prepare, issue, and administer Request for Proposals (RFP's) for consultant services from time to time for design services associated with the Capital Program. Direct consultant resources, review deliverables, and administer consultant contracts.
- Prepare, issue, and administer Tenders, Purchase Orders and Request for Proposals under the supervision of the Manager or Director with the assistance of other departments where necessary for construction projects, vendor supplies and or design/build scopes of work.
- Direct contractor resources monitor deliverables and administer the construction contracts.
- Assist with the preparation of monthly status reports for submission to the Vice President of Engineering and Maintenance. Status reports should include updates on scope, budget and schedule and include:
  - Planning initiatives
  - Tendering and Procurement
  - Design Service Contracts
  - Vendor Service Contracts
  - Construction Contracts
- Adhere to established Policies and Procedures, Safety and Security and Environmental policies.
- Manage the Technical Data Center to ensure documents remain up to date and that third parties conducting work at the Airport Facility adhere to the design intent and code requirements.
- Strategic planning and critical analysis to achieve organizational corporate and departmental goals
- Assist with the management of quality assurance and control processes and reporting
- Assist with the management of departmental budgets for annual capital expenditure program
- Preparation and management of departmental reports and other critical documents

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**Note: The preceding information intention is to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.**