



CAREER OPPORTUNITY CONSTRUCTION SUPERVISOR MAINTENANCE AND ENGINEERING DEPARTMENT

JOB SUMMARY:

To assist the Construction Manager and Capital Projects Team in providing supervisory support with the implementations of NAD's Sustaining Capital Program, inclusive of applying professional principles, practices and techniques to achieve budget, scope, quality, and organizing, for the successful execution of all capital projects.

KEY DUTIES AND RESPONSIBILITIES:

- Supervision of all phases of the construction process for construction projects;
- Monitors and report on project parameters in terms of time, money, physical objectives and outside constraints;
- Works collaboratively with a project team comprised of internal business units, facility administrators, project coordinators, general contractors and contracted consultants responsible for developing project scope, budget and schedule and maintains such commitments through design, construction, and close-out processes;
- Assists with the review of consultant and contractor invoices and change orders to contract documents;
- Assists with the implementation and delivery of NAD's 10 – 20-year capital program as amended from time to time. Assist with the preparation of 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;
- Works 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;
- Prepares, issues, and administers Request for Proposals (RFP's) for consultant services from time to time for design services associated with the Capital Program. Assist with the preparation, issue, and administer Tenders, Purchase Orders and Request for Proposals with the assistance of other departments where necessary for construction projects, vendor supplies and or design/build scopes of work;
- Directs contractor resources monitor deliverables and administer the construction contracts;
- Assisting 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;
- Manages quality assurance and control processes and reporting;
- Management of departmental budgets for annual capital expenditure program;
- Preparation and management of departmental reports and other critical documents.

QUALIFICATIONS:

- Associates degree in Civil Engineering or equivalent qualification
- Seven (7) years or more of relevant field experience, with a minimum of five (5) years in a supervisory capacity
- Proficiency in MS Office Products and CAD based software programs a plus
- Certification in Project Management a plus

JOB COMPETENCIES:

- Demonstrated ability of successfully managing multiple projects concurrently while adhering to contractual terms and conditions and achieving established scope, budget, quality, and schedule targets.
- Knowledge and experience working with governing codes, regulations, and approval processes
- Experience in managing multifaceted projects
- Excellent analytical, problem solving and communication skills
- Experience in airport operations, customized technical equipment and systems, and aviation training would be a plus

Resumes with certificates should be forwarded via email to **people @nas.bs** on or before **April 25, 2019**.