



**CAREER OPPORTUNITY
MANAGER CONSTRUCTION
MAINTENANCE AND ENGINEERING DIVISION**

JOB SUMMARY:

The job is responsible for managing contractor operations for airside related and terminal expansion projects and is the field operations point of contact for all project stakeholders. The job is also responsible for preparing and managing project work scope and budget; conducting reviews and verifications of construction schedules, and project baseline and updates, in coordination with the Director of Airside Operations, Project Manager and Operations Manager.

KEY DUTIES AND RESPONSIBILITIES:

- Responsible for all phases (planning, scheduling and managing) of the construction process for construction projects;
- Assists with defining 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 maintain such commitments through design, construction, and close-out processes;
- Where necessary, supervises on-site design and construction teams, communicating goals and project status with facility leadership;
- Inspects condition of grade, forms, and steel placement for compliance with specifications prior to concrete placements;
- Responsible for strategic planning and critical analysis to achieve organizational corporate and departmental goals;
- Leads and manages timely procurement of all permits required by regulatory authorities;
- Assists with the implementation and delivers NAD's 10 - 20-year capital program as amended from time to time;
- Prepares 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; which 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;
- Responsible for ensuring the Capital Projects adheres to established Policies and Procedures, Safety and Security and Environmental policies established through the LPIA Expansion Project.

QUALIFICATIONS:

- A minimum of a Bachelor's degree in Civil Engineering or higher in or equivalent qualifications
- A minimum ten (10) years or more of relevant field experience, with a minimum of five (5) years in a management capacity

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
- Proficiency in Microsoft suite and CAD based software programs
- Extensive knowledge and experience working with governing codes, regulations, and approval processes
- Demonstrated leadership in managing people, and working in a team based and collaborative environment

Resumes will certificate should be forwarded via email to people@nas.bs on or before **April 9, 2019**. Only short-listed candidates will be contacted.