

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Director of Engineering and Project Delivery

Salary: \$175,000-\$190,000/year

Reports to: Deputy Executive Director, Planning and Development

Status: Exempt

General Description:

The position will be responsible for all aspects of engineering design and construction, and development activities for the airport, including managerial supervision of staff and technical oversight of consultants.

Essential Job Functions:

Typical Tasks

- Administer engineering design and construction activities for Hollywood Burbank Airport.
- Provide direct supervision of the Engineering Department.
- Support the development of the Engineering team, including developing the vision for the group and selection of new engineers and inspectors.
- Support the Planning team on overall capital improvement project development and life cycle analysis for project prioritization.
- Supervise staff, coordinate and direct, either personally or through subordinate personnel, the activities of consultants, architects, engineers, and contractors engaged in design and construction of projects at the Airport.
- Act as liaison to airport tenants, other departments, governmental agencies, and interested groups regarding development activities at the Airport.
- Establish and maintain a good working relationship with representatives of federal, state, and local government agencies, legislative bodies, airlines, airport tenants, and the general public.
- Direct the inspection of new building construction for conformance with contract provisions, plans, specifications, and sound construction practices.
- Coordinate with architects and engineers in procuring data and developing plans and specifications for airport construction.
- Perform other duties as assigned.

Minimum Qualifications:

Required:

- Bachelor's degree in civil engineering or a related architectural or engineering discipline from an ABET accredited college or university.
- Current and valid registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. OR
- Current and valid registration as a licensed Architect issued by the California Architects Board.

- 10 years' full-time experience in engineering- or architectural- related positions.
- Management experience with direct supervisory responsibilities of staff.

In addition to the required qualifications, the following is preferred:

- Experience in pavement engineering and management.
- Experience in airport capital improvement projects.
- PMP or CCM certifications

License and Special Requirements:

- Possession of a valid California Driver's license, or the ability to obtain within 6 months of employment.
- Ability to obtain and maintain security clearance as required by the role and TSA regulations.

Salary and Compensation:

Salary range for this position is \$175,000 - \$190,000/year with an attractive range of benefits, including health insurance, life insurance, 401K matching, paid time-off, tuition reimbursement, professional development and a flexible/alternative work schedule.

Supplemental Information:

Knowledge of:

- Federal procurement requirements and the Airport Improvement Program.
- Construction practices and safety requirements.
- Principles of contract law, construction contracts, and bidding procedures.
- Structure and procedures of local government.
- The responsibility of federal, state, and local agencies regarding airport development and operation.
- Principles and practices of airport planning and management.
- Principles and procedures of budget preparation.

Ability to:

- Speak and write effectively.
- Manage and lead people.
- Lead organizational change.
- Deal tactfully and effectively with government officials, representatives of airlines, airport tenants, and the general public.
- Analyze situations accurately and adopt an effective course of action.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-D0CFYPYNM>