

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

**Job Description**

# **Senior Manager, Engineering**

**Reports to:** Director, Engineering

**Status:** Exempt

**Pay:** \$175,000-185,000.00 Annually

**Schedule:** 9/80 work schedule (every other Friday off)

**Schedule:**

**General Description:**

Perform professional engineering duties and oversee Engineering team for the delivery of various Capital Improvement Projects and Tenant Improvement Projects. The position would require exercising best judgment and considerable discretion in selecting the method to address challenges in meeting project and organizational objectives and fostering collaboration among work units throughout the Airport. The Senior Engineering Manager will take part in the development of department's strategic initiatives and project prioritization framework.

**Essential Job Functions:**

Typical Tasks

- Oversee internal staff and multi-disciplinary engineering consultant teams to develop project documents for Capital Improvement Projects and Tenant Improvement Projects.
- Perform project and construction management activities as required.
- Liaise with other local, state, and federal regulatory agencies for project approvals.
- Provide design review, coordinate with other airport departments, tenants and outside agencies.
- Participate in the development of Airport Capital Improvements Plan (ACIP), Airport Improvement Plan (AIP), Passenger Facility Charge (PFC) applications, and other grant applications, as required.
- Participate in the development of the operational and CIP budget.
- Participate in the development of department goals and strategic objectives.
- Determine need for outside resource and lead procurement activities to secure resources.
- Facilitate effective collaboration with internal and external project stakeholders, review and address stakeholder comments/concerns on design and/or construction, if any.
- Prepare internal memos, staff reports, and presentations to the Airport Authority Commission and/or other stakeholders.
- Perform and/or oversee risk management activities and dispute resolution
- The position is subject to frequent exposure to public, ranking officials, tenants, vendors and contractors, consistent professional approach using tact, judgment and diplomacy to provide a high level of service and accurate information is required.
- Assist the Director of Engineering to select, rate performance, recommend salary increase or promotion, assess disciplinary action, provide training, scheduling and work assignment.

- Perform other duties as assigned.

**Minimum Qualifications:**

Employment Standards

- 10 years of experience in engineering and project management, 5 years of which should be on airport projects.
- Bachelor's degree in engineering or related field.
- Requires a creative approach in formulating responses and making recommendations under high pressure environment.
- Obtain and maintain security clearance as required by role and TSA regulations.

License and Special Requirements:

- Professional Engineering in CA. If licensed in other state, demonstrate ability to obtain CA PE license within 6 months of employment.
- CCM and/or PMP is preferred
- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

**Supplemental Information:**

Knowledge of:

- Principles of Airport, Civil, Mechanical, Plumbing, Electrical Engineering, Architecture, and other related fields.
- Part 139 Airport operational requirements as it relates to facility development
- Engineering design and construction management techniques and strategies.
- FAA Advisory Circulars relevant to design and construction

Ability to:

- Read and write English; read technical documents, design drawings, project specifications, and perform constructability review.
- Exercise best judgement and considerable discretion to address challenges. Must have strong decision-making skills, especially in safety-critical context.
- Foster collaboration and cross coordination among project stakeholders.
- Orally communicate via public speaking, tenant communications, and conduct meetings.
- Work well with others in a team setting and effectively communicate with Senior Staff, outside agencies and Airport Authority members.
- Maintain integrity and discretion necessary to safeguard confidential data handled or obtained as regular part of the job.
- Operate motor vehicles, and ability to walk around construction sites, exposure to weather conditions, use of personal protective equipment and hand and arm dexterity to operate computers, printers and telephones.

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

<https://www.ondemandassessment.com/o/JP-WR8NC6NAA/landing?source=HB-Website>