

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

**Job Description**

# **Airport Project Engineer/Coordinator**

**Reports to:** Senior Manager, Engineering

**Status:** Exempt

**Salary Range:** \$125,000 - \$140,000 DOE

**Schedule:** 9/80 Work Schedule (Every other Friday off)

**General Description:**

Under supervision, performs a variety of engineering work, including directing and/or coordinating projects in the field or in an office utilizing specialized engineering and/or architectural knowledge; plans, designs and reviews construction of projects related to the airport. Performs engineering and project management tasks related to airport infrastructure, operations, and tenant improvements. The position would require exercising best judgment and considerable discretion to ensure that airport facilities and construction comply with federal, state, and local regulations, contract specifications, safety standards, and airport policies.

**Essential Job Functions:**

Typical Tasks

- Plans and coordinates all aspects of one or more capital improvement projects; including definition, design and implementation.
- Conducts studies and develops plans for long range replacement and rehabilitation of structures and facilities.
- Review construction plans, project specifications, change orders, and shop drawings for constructability, compliance, safety, and enforceability.
- Coordinate design/construction review with planning, engineering, operations, maintenance, SMS, security, environmental, and other internal/external stakeholders.
- Coordinate efforts for area and utility shutdown with various stakeholders and affected parties.
- Assists project team in generating alternative solutions and facilitates the decision making process.
- Provides guidance and assistance to other engineering staff involved in project planning, estimating, design review, scheduling, and construction.
- Assist in contractor coordination and provide field escorting services as needed.
- Monitor project performance including schedule, budget, change orders, and risk.
- May serve as liaison with federal, state, and local jurisdictions, contractors, vendors, and community stakeholders about inspection standards and safety concerns on construction.
- Required to work standard business hours during the day and to adjust to night or weekend schedules as needed to accommodate construction activities, operational requirements, and coordination with project and office staff.
- Perform other duties as assigned.

## **Minimum Qualifications:**

### Employment Standards

- At least 3 years of progressively responsible experience in architectural/engineering design, planning, construction, and/or project management in an airport or comparable infrastructure setting (e.g., major public works, transportation facility, utilities).
- Bachelor's degree in architecture, engineering, construction management, or related studies.
- Demonstrated experience reviewing construction plans, specifications, contracts, and change orders, enforcing compliance.
- Experience with quality assurance / quality control in construction or maintenance, and ability to detect deviations from plans or safety standards and drive remediation.
- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations.
- Prior airport experience in commercial airports is a plus

## **Supplemental Information:**

### Knowledge of:

- Principles of Airport, Civil, Mechanical, Plumbing, Electrical Engineering, Architecture, and other related fields.
- Construction safety standards.
- FAA Advisory Circulars, California Building Codes, and other local and state requirements.
- Part 139 Airport operational requirements as it relates to facility development.
- Construction and inspection techniques and strategies for horizontal and vertical improvements for public works, commercial, and/or industrial settings.
- Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook)

### Ability to:

- Read and interpret complex technical documents, design drawings, project specifications, and perform constructability review.
- Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook)
- 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 meetings.
- Maintain integrity and discretion necessary to safeguard confidential data managed 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.
- Ability to work outdoors, often in varying weather conditions; walk long distances on uneven/rough terrain; climb ladders or work at height where necessary.
- Ability to respond to off-hours emergencies, construction work interruptions, urgent safety concerns.
- Ability to lift or carry equipment/data up to a certain amount (e.g., 25-50 lbs.), use cameras and measurement tools.

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

<https://www.ondemandassessment.com/o/JB-9U00RX0BU/landing?u=137146&source=HB-Website>