

**PANAMA CITY –BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Airport Planner/Special Projects

DEPARTMENT: Executive

SUPERVISOR: Executive Director

EFFECTIVE DATE: October 1, 2022

PAY LEVEL: 220 (\$69,158.52 - \$123,275.07)

PAY CLASSIFICATION: Exempt

DEFINITION: . The position will be responsible for; the Capital Program development, implementation, oversight and project close out; all functions related to the acquisition for goods or services for the implementation of the Capital Program plans and projects; contract and contractor management for assigned contracts; management and oversight of airport and facility planning, environmental and sustainability issues related to past, current and future projects; and, may represent the airport at public meetings and present status updates to the Board, federal, state, local officials and the public.

Duties are performed with considerable independence requiring the exercise of judgment and initiative in day-to-day operations. The work is performed under the administrative direction of the Executive Director and the Deputy Executive Director who review the work.

ESSENTIAL DUTIES: Manages the planning, design, construction, and coordination of airport projects. Prepares and monitors operating and capital budgets. Prepares and reviews airport capital project submittals. Coordinates with the Federal Aviation Administration’s Airports District Office (ADO), FDOT and key stakeholders to develop and maintain the Airport Master Plan and Airport Layout Plan. Develops plans for Airport development and improvement, and implements the approved schedule of projects. Oversees structure and land records management. Prepares and manages assigned contracts through their lifecycle from pre-solicitation through contract close out. Researches, develop and monitor accomplishment of grant opportunities and prepares applications accordingly and completes related reports as

required to ensure accomplishment of DBE participation goals. Review and approve project invoices. Monitors contractor compliance with DBE, Davis-Bacon rules, and other federal, state, and local regulations. Prepares multi-year capital plan and budget; prepares the state, federal and Passenger Facility Charge grant applications. Assists with monitoring and administration of grants. Coordinates with Federal Aviation Administration and Florida Department of Transportation personnel to ensure compliance with various regulations to include the Airport Improvement Program (AIP) and Joint Automated Capital Improvement Program (JACIP). Establishes and implements a wide range of planning functions including feasibility studies, facility condition reports, pavement maintenance programs, and facility and airport master plans. Performs Other duties as assigned.

OTHER IMPORTANT DUTIES: Assists Executive Director and Deputy Director as requested on programs and projects. Keeps abreast of improvements and innovations in area of responsibility and incorporates practices and techniques into work as appropriate. Performs other work as required.

QUALIFICATIONS: Graduate from an accredited four (4) year college or university with a degree in engineering, planning or project management. Possession of a bachelor's degree in engineering, construction management, planning or a related field and six years of professional experience that includes airport capital programming, airport operations, airport maintenance, or airport construction management, maintenance and construction, or related largescale transportation facility. Thorough knowledge of the principles and practices of planning and project management as applied to the development and management of airport programs and systems or similar facilities. Thorough knowledge of airport planning, design and administration. Thorough knowledge of the principles and practices of modern airport administration and program management.

Knowledge of Federal Aviation Administration (FAA) rules, regulations and FAA advisory circulars pertaining to airport operations and development. Possesses a working knowledge of the principles and practices of airport planning and design, construction, and construction management. Knowledge of federal, state and local environmental and aviation agencies, and project eligibility and priority system for FAA, AIP and PFC Programs and state funding programs.;

Ability to plan, organize, direct and coordinate project activities. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to perform extensive, responsible research, analysis and technical report writing. Ability to establish and maintain effective working relationships with municipal officials, employees, contractors, engineering firms and the public. Ability to express ideas on technical subjects clearly and concisely, both orally and in writing. Ability to prepare, develop, manage and present long-range public works and engineering plans and programs. Skill in the use computers and the programs and applications necessary for successful job performance.

REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check and Security Threat Assessment (STA) as required by the Transportation Security Administration. Schedule could include evenings, weekends, and holidays to meet the needs of the Airport.

Professional engineer in the State of Florida and Project Management certification, desirable. Must possess a valid Florida Driver's License at time of hire.