

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Project Manager

**DEPARTMENT:** Executive

**SUPERVISOR:** Executive Director

**EFFECTIVE DATE:** October 1, 2025

**PAY LEVEL:** 117 (\$89,800.42 - \$161,640.75)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** The position will be responsible for overseeing development projects of the Northwest Florida Beaches International Airport, which includes planning, engineering and construction. The primary function of this position will be to keep projects on schedule, within budget and coordination of all disciplines. The position will require experience in all disciplines of project development/management, effective communications with contractors, consultants, internal and external partners.

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.

**ESSENTIAL DUTIES:** Coordinates with engineering/consultant/architectural and construction firms in the design, implementation, and/or construction of Airport capital projects; Coordinates capital construction activities (e.g. renovations, inspections, contractor and engineering/architect meetings, permitting activities, project close-out and building commissioning activities, mandated reports, etc.) for the purpose of ensuring that all phases of construction projects are completed on schedule and within budget, to specifications, building codes, laws, and regulations, and with minimal interruption to the Airport's activities and tenants. Coordinates and/or performs tasks related to processes for bidding and contracting of goods and services, develops cost projections, project budgets, and schedules. Performs project management duties for design and construction activities. Manages the administrative aspects of projects (e.g. manages project progress in meeting established schedule, performance and quality measurements, cost analysis, etc.) Provides technical advice, information and assistance to co-workers, consultants, contractors and others regarding procedures, regulations, and standards. Organizes, prioritizes, and coordinates work activities; monitors and inspects status of work in progress as well as inspecting completed work to ensure compliance with contracts. Assists with

field decisions and coordinates scope of work for change order approvals, monitors schedule, inspects quality of work and materials; coordinates final inspections and facilitates project acceptance. Receives and reviews construction/engineering plans, designs, and specifications pertaining to projects and directs reviews as appropriate. Performs or requests the consultant to provide modeling, testing, planning, and engineering studies in support of project analysis and design. Responsible for inspecting and/or assist in inspecting all aspects of construction (e.g. exterior, interior, walls, electrical, plumbing, HVAC, concrete, asphalt, paint, etc.) for the purpose of ensuring compliance with plans, specifications, local codes and ordinances.

Communicates as needed and responds to inquiries (e.g. administrative staff, inspectors, contracts, engineers, architects, stakeholders, etc.) for the purpose of providing required information. Researches and interprets complex technical documents such as FAA regulations and Advisory Circulars. Assists Finance Department with reconciling project costs and issues for grant administration and reviews and provides approval for vendor payments according to contract documents. Responsible for monitoring grant opportunities and administration of grant applications. Keeps abreast of improvements and innovations in area of responsibility and incorporates practices and techniques into work as appropriate. Performs other duties as assigned.

**QUALIFICATIONS:** Graduate from an accredited college or university with a degree in engineering, planning, project management or similar field. Six years of professional experience that includes capital programming, airport operations, airport maintenance, airport construction management, maintenance and construction, or related large-scale transportation or equivalent type of facility. Thorough knowledge of the principles and practices of planning and project management-

Knowledge of Federal Aviation Administration (FAA) rules, regulations and advisory circulars pertaining to airport operations, constructions and development is required. Ability to plan, organize, schedule, direct and coordinate project activities and subordinates. 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 with driving privileges.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUMMARY:**

**Occasionally** - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

**Frequently** - Lift/Carry: 20 lbs or less., Push/Pull: 20 lbs or less., Bend, Twist/Turn, Stand

**Constantly** - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

**DISCLAIMER:**

*The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.*