

# SARASOTA MANATEE AIRPORT AUTHORITY

## JOB OPPORTUNITY ANNOUNCEMENT



### SENIOR PROJECT MANAGER ENGINEERING & PLANNING

**Starting Salary Range: \$71,821 - \$82,594**

**Salary Range: \$71,821 - \$107,737**

**Full Time, Exempt**

**Posting Date: 10/13/23**

**Closing Date: Open until filled.**

Under the general supervision of the Senior Vice President, Engineering, Planning and Facilities, serves as project manager responsible for preparation and review of construction plans and documents. Serves as project manager/resident engineer responsible for the accomplishment of designated engineering-related and construction projects undertaken at the Sarasota Bradenton International Airport.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Civil Engineering, Architecture or related field or equivalent combination of education and experience.

Minimum ten years' experience in responsible project construction capacity with emphasis on airport construction experience.

**PREFERRED QUALIFICATIONS:** Certification as a Professional Engineer or Architect by the State of Florida Board on Engineering Examiners, **preferred**.

Knowledge of local and state regulations for project development, **preferred**.

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#### **TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.**

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @[www.flysrq.com](http://www.flysrq.com). Call 941-359-2770 ext. 4766 with questions.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024 OR email it to [application@flysrq.com](mailto:application@flysrq.com).  
Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.

2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY  
JOB CLASS SPECIFICATION**

Job Code: 4009  
Date Approved: 04/22  
Grade: 40

**JOB TITLE:** Senior Project Manager  
**REPORTS TO:** Senior Vice President, Engineering, Planning, and Facilities  
**DEPARTMENT(S):** Engineering, Planning & Facilities  
**FLSA STATUS:** Exempt

**JOB SUMMARY**

Under the general supervision of the Senior Vice President, Engineering, Planning and Facilities, serves as project manager responsible for preparation and review of construction plans and documents. Serves as project manager/resident engineer responsible for the accomplishment of designated engineering-related and construction projects undertaken at the Sarasota Bradenton International Airport.

**JOB RESPONSIBILITIES**

Assists the Senior Vice President, Engineering, Planning and Facilities in the preparation and accomplishment of capital improvement program and Federal and State grants.

Coordinates and evaluates the work of all professional consulting personnel assigned to project, design and construction.

Supervises the position of Engineering Assistant in completion of his/her tasks on a daily basis.

Coordinates and documents the efforts of consulting engineers, testing specialists, surveyors and others in preparation of all plans and specifications necessary to detail the scope of proposed projects.

Advises the Senior Vice President, Engineering, Planning and Facilities on all engineering/architectural-related matters. Provides input regarding methods, types of materials or equipment necessary for individual engineering/architectural projects.

Coordinates with tenants, tenant contractors, utilities, governmental agencies, and others as necessary to ensure timely completion of SMAA and tenant construction activities. Performs all other duties and assignments as may be made from time to time by the Department Vice President.

Monitors compliance with all safety, technical, administrative and management guides as issued by State and Federal agencies and local management policy.

### **MATERIALS AND EQUIPMENT USED**

Computers and Office Equipment

### **QUALIFICATIONS REQUIRED**

**Where “preferred” is indicated, the qualification is not essential.**

#### **Education and Experience:**

Bachelor's Degree in Civil Engineering, Architecture or related field or equivalent combination of education and experience.

Minimum ten years' experience in responsible project construction capacity with emphasis on airport construction experience.

#### **Licenses and Certifications:**

Certification as a Professional Engineer or Architect by the State of Florida Board on Engineering Examiners, **preferred**.

#### **Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of civil, architectural, mechanical, electrical and structural engineering and methods of construction.

Knowledge of local and state regulations for project development, **preferred**.

Knowledge of contractor bidding and business practices and applicable state and federal regulations.

Ability to coordinate work of contractors and consultants.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to develop and retain effective working relationship with contractors, consultants and airport tenants.

#### **Work Environment:**

Works both in office environment and the field. When in the field, individual is usually inspecting and overseeing various engineering-related and construction projects.

*This Job Class Specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.*



## Physical/Mental Requirements

**Job Title: Senior Project Manager**

**Job Code: 4009**

**Date: 10/19**

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting				X
1-10 lbs.			X	
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching			X	
Climbing				X
Driving		X		
Written Communication	X			
Oral Communication	X			
Reading		X		
Hand Dexterity		X		
Reasoning	X			
Decision Making	X			
Analyzing	X			
Sensory		X		
Sight		X		

*The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.*