



**DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION
EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT
DIRECTOR, OFFICE OF MAINTENANCE AND UTILITIES (OMU),
(DOT Executive V)**

This position serves at the pleasure of the appointing authority

Baltimore/Washington International Thurgood Marshall Airport (BWI) requires a Director, Office of Maintenance and Utilities (OMU). With its diverse, multi-skilled workforce of over 140 personnel including skilled trades specialists, technicians, contract specialists, and engineers, the OMU directly-or through contracts-repairs and maintains BWI Marshall's airside and landside facilities, structures, pavement, grounds, utilities, and associated infra-structure systems, as well as its vehicle fleet and equipment, to ensure the 24/7 operation of the airport. The Director manages this workforce and its activities to ensure compliance with FAA and TSA rules and regulations including, but not limited to, 14 CFR and Advisory Circulars, 49 CFR 1540 and 1542; NEC, Life Safety, BOCA, and OSHA codes; as well as other Federal, State, and local regulations. The Director also develops, justifies, recommends and oversees short- and long- range budgets; conducts workforce planning; develops, coordinates, and implements near- and long- term maintenance programs, policies, and procedures; and liaises with key stakeholders on, and reviews, construction projects affecting OMU and/or the airport. Planning and directing the deployment of equipment and personnel performing snow removal are also major responsibilities. Experience in the following areas is desired: working and complying with both Federal Aviation Regulations and Transportation Security Regulations, developing operating budgets, forecasting departmental needs, equipment evaluation and assessment, review and evaluation of maintenance practices and procedures, workforce allocation, using advanced technologies, dealing with personnel issues such as grievances and arbitrations, imposing and enforcing employee discipline, and conflict resolution. Working knowledge of CADD or CorelDraw software systems is also desired. Strong analysis, planning, communication, interpersonal, negotiating, and team-building skills are necessary.

SALARY: \$67,345-\$108,134 with excellent health and leave benefits, advanced education and training opportunities, employee and employer contributory pension and 401k plans

CLOSING DATE: Applications will be accepted until the position is filled.

PREFERRED QUALIFICATIONS:

EDUCATION: Possession of a bachelor's degree from an accredited college or university in aviation management, aviation science, aviation administration, business administration, engineering (civil, electrical, or mechanical), public administration, program management or a closely related field.

EXPERIENCE: Nine years of progressive, recent (within the last twelve years) experience in airport management at a U.S. Airport; or civil, electrical, or mechanical engineering; or managing the maintenance for a large complex (e.g. an industrial plant, a mall, a large commercial building, or apartment complex, etc.) is required. A combination of experience totaling nine years is acceptable as long as it includes at least four years experience in any single area cited. At least four of the nine years must have involved direct employee supervision or program management.

NOTES:

Additional general experience as indicated above may be substituted for the required education at the rate of one year of experience for one year of education for up to four years of the required education. An AA degree in one of the required educational areas and eleven years of the required experience is acceptable.

SUBMIT EMPLOYMENT APPLICATION/RÉSUMÉ (DTS-1) TO:

**Kenneth E. Acker, Manager, Division of Recruitment and Examination
Office of Human Resources and Risk Management
Maryland Aviation Administration
P. O. Box 8766
BWI Airport, MD 21240-0766**

Send fax to (410) 859-7763 or E-mail to: kacker@bwiairport.com

MAA Employment Application Forms (DTS-1) may be obtained by calling (410) 859-7300, (410) 855-6022, from the MDOT web site: www.marylandtransportation.com, or visiting the Office of Human Resources at: 901 Elkridge Landing Road, Suite 150, Linthicum MD 21090.

Note: Résumés cannot be substituted for any part of the application. Application must be completed in its entirety, "See résumé" is not acceptable. Please photocopy additional pages as needed.

NOTE: Eligible applicants will be subject to a background investigation under Federal or State laws and regulations. A conviction is not an automatic disqualification to employment. Erroneous, misleading or fraudulent information on an application is sufficient grounds for rejection from the hiring process, removal from the list of eligibles, withdrawal of an offer for employment or immediate discharge. The MAA is dedicated to a Drug Free Workforce and therefore employees are subject to the Maryland Department of Transportation's (MDOT) Substance Abuse Policy, which includes drug and alcohol testing. The MAA does not discriminate on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, political affiliation, sex or sexual orientation in employment. Bi-lingual applicants are encouraged to apply.

Special test arrangements or reasonable accommodations will be made for qualified candidates with disabilities upon request. Please notify the Office of Human Resources in advance if any of the above is needed by calling (410) 859-7693, via TTY (410) 859-7227 or via the Maryland Relay Service 1-800-735-2258. Employees hired within this classification will be employed by the MDOT.

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An Equal Opportunity Employer