The Burbank-Glendale-Pasadena Airport Authority Invites Applications For Deputy Executive Director, Planning & Development

The incumbent will serve as Deputy Executive Director overseeing maintenance, engineering, environmental, planning, design and construction services reporting to the Senior Deputy Executive Director. The Deputy Executive Director has oversight and supervision of the airport engineer with responsibility for planning, engineering, design, design management, construction management, program management and document controls. In a leadership role, direct the development and implementation of the Airport’s current fiscal year Capital Construction Plan, and update the four (4) year look-ahead Capital Plan.

Responsible for oversight of planning, scheduling, design, construction and project close out of all engineering designated capital projects in accordance with then governing regulatory and funding agencies [Burbank-Glendale—Pasadena Airport Authority (BGPAA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), City of Burbank, City of Los Angeles, County of Los Angeles]. Responsible for selection and oversight of outside consultants (architects, engineers, specialty consultants) providing services on capital projects being managed by the engineering department. Responsible for oversight of general contractors, trade contractors, and/or design-builders entities engaged in construction services as part of the execution of the Airport’s Capital Construction Plan. Manage, monitor and assure that all engineering project deliverables comply with all governing code requirements, FAA advisory circulars and directives; are consistent with the Airport’s Design Standards or Performance Specifications, and adhere to applicable Code(s) of Federal Regulations (“CFRs”), FAA requirements; TSA regulatory requirements, and/or City of Burbank and Los Angeles regulatory requirements or project specific Conditions of Approval. Supervise engineering department staff.

Additional Responsibilities Include:

• Oversight of the development and/or refinement of the “Airport’s Safety Program (Capital Projects)” – so that Safety FIRST remains paramount and is administered appropriately.
• Oversight and supervision of Maintenance, Engineering, Planning, Design and Construction Services Department staff (Airport Planner, Discipline Engineer, Construction Manager(s), Project Coordinator(s) and Construction Field Supervisor(s), and Administrative-Document Controls).
• Oversight of the labor management agreement between TBI Airport Management, Inc.and International Union of Operating Engineers (Local 501). Participation in labor union negotiations, grievance and arbitration proceedings.
• Developing project budgets and completion time lines, and manage projects project execution to those budgets and timelines.
• Oversight of the development of goals, objectives, policies and procedures relative to Environmental, Noise and the Residential Acoustical Treatment Program.

Position Preferences

Candidates must have a Bachelor’s Degree in Airport Management or a related field applicable to this assignment and ten (10) years of applicable airport industry experience including oversight of capital projects within the public sector. Candidates will have demonstrated increasing levels of responsibility for medium or large projects preferably including terminal construction or expansion and supervising multi-functional groups.

Salary & Benefits

The salary for this position is $190,000 DOE with an attractive range of benefits.

For instructions on how to apply, please click here to see the recruitment brochure, or visit the searches tab at www.adkexecutivesearch.com.

Posting closes April 17, 2017.