



## CITY OF DAYTON POSITION OPENING



This is to announce that resumes are being accepted for the unclassified position of:

### **TITLE: Planning & Engineering Manager**

The Department of Aviation is looking for a **Planning & Engineering Manager** to plan capital development, manage, and direct the projects for all Dayton Airport facilities.

**RESPONSIBILITIES:** The Planning & Engineering Manager is expected to prepare applications for federal and state monies that may be available for airport capital improvements. The position incumbent must be familiar with state and federal laws concerning airport operations and provisions and stipulations set by the FAA or the State Department of Transportation concerning use of monies available under their auspices. Since the Dayton International Airport serves a large regional area, the incumbent informs all regional and city planning agencies of proposed modifications and improvements in the terminal building or landing and taxiway facilities at the airport. Regional bodies may submit responses to such proposals that will be considered by aviation management before proceeding with plans.

The incumbent under general direction, supervises, manages and participates in short and long-range airport planning efforts pertaining to airfield/airspace, facility development, land-use, commercial development, infrastructure, roadways, ground transportation, and studies pertaining to optimizing airport related processes, operations and facilities. Work involves independent application of Airport Planning principles in the development, refinement and implementation of components of the Airport Master Plan, as well as support of the Airport's Strategic Growth and Business Plan.

The incumbent is responsible for contracting architects, engineering firms, and planners, as necessary to devise detailed specifications and plans for major projects. It is the incumbent's responsibility to ensure the preparation of bid documents and solicit proposals on such specifications. When bids are received, the incumbent evaluates them and makes recommendations to the Director of Aviation as to acceptance. Incumbent must be knowledgeable of all City policy and procedures governing this process and ensure such are followed. Incumbent prepares specification and supervises work of any small projects performed at the airport facilities.

#### **The Planning & Engineering Manager is held accountable for:**

- Knowledge of principles of strategic planning, airport planning, land use planning, ground transportation planning or facility planning.
- Solid understanding of airport and airline procedures and processes.
- Familiar with variety of project management methods and techniques.
- Knowledge of federal, state and local ordinances, codes and regulations relating to airport planning and development.
- Capable of managing outside contractors in a manner conducive to the timely and efficient completion of work along with influencing outside contractors to comply with Airport rules, regulations and procedures relating to Airport construction projects.
- Ability to obtain Airport Security clearance for AOA access.
- Working knowledge of CADD and GIS applications.

#### **EDUCATION/EXPERIENCE:**

Bachelor's degree in Civil Engineering, Aviation Planning, Transportation Planning, Architecture, Industrial Engineering, or a related field. A minimum of six (6) years of experience in project management, design and/or construction of capital improvement projects is required.

#### **Certificates, Licenses, Registrations:**

Must have a valid driver's license at time of appointment and maintain as a condition of employment. Professional certification such as American Institute of Certified Planners or Accredited Airport Executive. - Registration as a professional engineer or architect.

#### **SALARY RANGE:** \$84,302.40 - \$114,088.00

Resume, cover letter specifically addressing how your experience relates to the qualifications and duties required for this position, copy of college transcripts and drivers license should be sent to:

**Nancy Scott**  
**Human Resources Department**  
Re: Planning & Engineering Manager  
City of Dayton  
101 W. Third Street  
Dayton, Ohio 45402

Resumes will be accepted until the position is filled, however first consideration will be given to resumes received by **Friday, June 30, 2017** at 4:30 p.m. A complete position description may be obtained from the Human Resources Office, City Hall, 101 W. Third Street, Room 335, P.O. Box 22, Dayton, Ohio 45401-0022.

#### **THE CITY OF DAYTON IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Final permanent appointment is contingent up the applicant passing a job-related medical examination, background investigation, and providing documentary evidence of Employment Authorization and Identity required by the Immigration and Nationality Act.