

**Position Description Summary  
(Airport Police Facility)**

- Provide leadership, direction and management of Airport Police Facility project teams and ensure on-schedule completions within or below budgets in accordance with contractual obligations.

**Essential Job Duties**

- Develop and manage scopes to meet project goals and objectives
- Plan and define program goals and devise methods to accomplish them
- Act as the PDG representative with planners, design-builders and stakeholders during the program execution
- Negotiate changes to the scope of work with professional service firms and design build firms
- Participate in negotiations with regulatory agencies and in public meetings in support of LAWA
- Provide updates and give reports to executive management and the Board of Airport Commissioners
- Establishment of Project Management Plan
- Establish the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria
- Plan, direct, supervise, and control the execution of all technical, fiscal, and administrative functions of the assigned project
- Field responsibilities may include labor relations, procurement and payment to contractors and consultants
- Work with other team members to follow budget, schedules, and plan for the all elements of a project
- Ensure that the project meets or exceeds goals established in this plan
- Work with PDG management to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work
- Maintain current and timely change orders
- Promote excellence on the project through application of Quality Assurance processes
- Monitor and report to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule
- Establish regular meetings to review project status and formulate action items
- Contribute to the advancement of PDG's goals through commitment to productive collaboration with all stakeholders
- Perform other responsibilities associated with this position as may be appropriate

**Hardware/Software Knowledge**

- Proficient in Microsoft Office Suite, Document Management Systems and Adobe Acrobat Professional

**Professional Experience Level/Other Qualifications**

- Five to 10 years of Police Facility work experience with projects more than \$10 million is preferred
- Broad experience in design and construction management/administration of major commercial construction projects including Police Facility and Airport Construction Projects
- Experience with Civil, Mechanical, Electrical, Low Voltage and Plumbing coordination, and commercial building and Los Angeles City codes



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## PROJECT MANAGER, SR. (Terminals/Tenants)

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- Experience should include interfacing with Architects, Engineers, General Contractors and Sub-Contractors.
- Experience with Design/Build (DB) and other alternative project delivery methods
- Proven ability to perform in a management capacity
- Excellent written and oral communication skills and a thorough knowledge of industry practices and regulations required

### **Education/Training**

- Four-year degree in Engineering, Architecture or related technical/business field

### **Element-Specific Requirements/Notes**

- May assume other duties as required/needed
- May work overtime
- May be required to work various shifts as needed

### **Registration/Certification**

- Professional registration or certification is preferred

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