

Job Opening

Personnel Request No:	007898	Positions Available:	1
Opening Date:	6-10-10	Closing Date:	8-6-10

Position:	Civil Service: Consulting Engineer Working Title: Design Services Program Supervisor	Union:	Non-Union
Department:	Port Control	Work Location:	Cleveland Hopkins International Airport
Salary Range:	\$36,000.00 - \$92,224.55	Week/Shift:	M-F / First

REQUIREMENT

- Must successfully complete a Transportation Security Administration (TSA) 10 year fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment.
- Must be able to pass a pre-employment physical and drug test.

DESCRIPTION

Under administrative direction, provides engineering advisory services related to divisional or departmental projects and activities.

This position is a direct report to the Department of Port Control's Engineering Manager, and will be responsible for assisting the Engineering Manager in managing and administering Departmental architectural and engineering design contracts managed in the Division of Planning and Engineering (P&E) jurisdictional unit. The Program Manager---Design Services will also directly supervise professional engineering design staff responsible for a variety of different aspects of architectural and engineering activities on the Cleveland Hopkins International and Burke Lakefront Airports including, but not limited to airfields, passenger terminals, support buildings, structures, public roadways, and other airport facilities. The Program Manager---Design Services will also supervise civil, structural, mechanical, electrical and other design engineers and support personnel. Duties will also include coordinating design management activities; preparation and implementation of design standards; development statements of work and bid specifications for professional design services; solicitation and award of design services contracts; design reviews; value engineering; and design quality management project interface with numerous external parties including consultants, contractors, federal/state/local agencies, architectural and engineering design review committees and boards; and other parties with involvement in the professional design of airport projects. Additional duties include the preparation and management of capital and operational budgets plus the formation of Department of Port Control design standards for the Cleveland Airport System.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. is required.
- A Bachelor's Degree in Engineering Airport Administration; Business Administration; Architecture/Engineering with a concentration or specialization in design services and/or administration; or closely related field from an accredited four year college or university (or equivalent as determined by the Ohio Board of Registration of Professional engineering and Surveyors) is required. (Two years of full time experience may substitute for each year of college education lacking)
- A Master Degree is preferred.
- Two years of full time paid professional general engineering experience is required.
- A valid State of Ohio Driver's License is required.
- Must have a Professional Engineer's License in the state of Ohio (if the successful applicant presently possesses a Professional Engineer's license in a state other than Ohio, then the successful applicant will need to undertake the reciprocity process with that State in order to obtain an Ohio License within six months of date of hire).
- Strong, analytical, mathematical, writing and verbal communications skills are required.
- Computer skills relating to MS Word, Excel; Access; Expedition; AutoCAD and Powerpoint (or equivalent) required.
- Minimum of four years of progressively responsible professional experience in a similar position at an Airport is preferred. (Equivalent professional experience levels in either public or private sector architectural or engineering projects may be deemed equivalent).

Submit bid/application to:

Madeline Corchado, HR Manager, Cleveland Airport System
5300 Riverside Drive, P.O. Box 81009, Cleveland, Ohio 44135-0009
Phone (216) 265-6013 Fax (216) 265-4850