

DEPUTY AIRPORT DIRECTOR PLANNING AND DEVELOPMENT

DEFINITION

Under general direction, this position is responsible for the planning, development, coordination, and execution of all airport projects, including ongoing and future environmental mitigation activities at the Dane County Regional Airport and to perform related work as required.

EXAMPLES OF DUTIES

Directs and implements professional engineering work which includes planning and supervision of work in the design and construction of all airport improvement projects; reviews all construction plans and specifications for conformance with airport standards for all federal, state and locally funded projects; approves/denies all consultant/contractor pay requests, project change orders, and contract amendments to all airport projects; establishes and tracks construction costs and approves/denies all consultant/contractor pay requests, project change orders, and contract amendments to all airport projects; assesses, administers, and manages environmental impacts on airport, e.g. noise, wetland mitigation, storm water run-off, and landfill; approves revisions to the Storm Water Pollution Prevention permit and conducts site compliance evaluations as required under state law; directs ground water monitoring studies and manages and maintains wetland bank mitigation site for Dane County and other local government units; liaisons with and directs emergency response agencies to facilitate remediation of Hazmat incidents; compiles and presents reports to EPA, State Department of Natural Resources; Corps of Engineers, and the public; analyzes and establishes long range and short term airfield and landside capital improvement projects; facilitates and liaisons Environmental Impact Statements and Assessments; develops and reviews estimates of cost and funding schedules for airport development projects; represents the airport in public meetings and intergovernmental planning for implementation of ongoing noise mitigation measures, land acquisitions and project hearings involving the public, airport tenants, airport users and service organizations; files/prepares consultant advertisements, bid documents and specifications; awards contracts; negotiates fees for professional services and construction contracts; works schedules for project coordination with consultants, contractors, airport tenants, and federal and state agencies; prepares plans for the development of departmental budgets for federal and state funding mechanisms; oversees multi-million dollar construction projects.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree in civil engineering with preferred experience in professional engineering related to airport or public works

engineering and five (5) years professional engineering in airfield/building design and five (5) years environmental experience with a combination landfill/waste water and hazardous material experience.

Knowledge and Abilities: Extensive knowledge of federal law, Federal Aviation Regulations, city and county ordinances, and the State Department of Regulation and Licensing; ability to establish and maintain effective working relationships with contractors, state, county and city officials, employees and the general public. Ability to work long hours during construction season and emergencies; ability to work under adversities of noise, heat, cold and precipitation during construction season and emergencies.

Special Requirements: Licensed Professional Engineer (P.E.); must have, or be able to obtain, a valid Wisconsin driver's license.

03/02