



Job Title:	DEVELOPMENT PROJECT MANAGER
Department:	AIRPORT DEVELOPMENT
Reports To:	SR. DIRECTOR OF DEVELOPMENT
FLSA Status:	EXEMPT
Prepared Date:	JANUARY 2022
NAICS W/C:	NON-CLERICAL – INSURED FOR RAMP
EEOC:	PROFESSIONALS

About Us

At Naples Airport Authority we want to build a team that understands that by working together, under these principals, we will all help ensure a safe and productive airport environment and make for an enjoyable experience for our customers, the public and our employees.

Purpose

Connecting you to Naples through an exceptional airport experience.

Vision Statement

First and lasting impression of excellence.

Values

AGILE
PASSIONATE
FOCUSED

COLLABORATIVE
ACCOUNTABLE
RESPECTFUL
ETHICAL
STEWARDSHIP

Job Purpose

Under direction of the Sr. Director of Development, oversees the planning, design and construction of a wide variety of projects at the Naples Airport including, but not limited to, the construction of facilities, structures, roadways, runways, taxiways and various airport systems.

Supervision Received & Exercised

Receives direction from Sr. Director of Development or other higher level supervisory or management personnel.

Essential Duties & Responsibilities

- Assists the Sr. Director of Development with preparation and implementation of the airport's capital improvement program and other projects consistent with the airport's strategic and master plans.
- Works closely with consultants and other departments on planning, design, procurement, construction administration and project closeout.
- Fosters a proactive culture of safety through administration and promotion of the Authority's Safety Management System (SMS) across the Authority; carefully coordinates Construction Safety and Phasing Plans (CSPP) with internal and external stakeholders.
- Monitors regulatory programs as required by federal, state and local agencies, including but not limited to: ADA, DBE, EPA, SFWMD, etc., to ensure that the Authority maintains compliance.
- Oversees federal, state and local project permitting requirements including but not limited to, airspace, NEPA, FEMA, stormwater, wetlands and protected species.
- Visits job sites on the airport, working closely with contractors, surveyors and consultants throughout the project lifecycle to supervise or otherwise assure that projects are completed in accordance with approved plans.
- Reviews and coordinates tenant construction development on the airport for compliance with the airport's Rules and Regulations and provide assistance to tenants to expedite projects.
- Attends meetings and participates with local and state planning agencies (MPO, CFASPP, and FDOT).
- Initiates and assists in the implementation of a pavement management program at the airport to determine life cycle of the parcel and to obtain federal and state funding for runway maintenance.
- Identifies potential environmental or sustainability issues and provides solutions to issues the airport may face.
- Prepares and manages project budgets as required, to include oversight of grant obligations; assists the director with development of departmental budget annually and procurement of state and federal grants.
- Prepares bid documents and specifications for capital improvement projects.
- Coordinates construction activities outside the airport to ensure protection of airport airspace.
- Develops legal surveys for airport tenant leases.
- Must be physically present to work as member of the team to serve customers, visitors and staff

Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.

who may need unscheduled assistance.

Other Duties

- Assist other departments as needed.
- Performs other duties or special projects as assigned.

Competencies

- **Safe Work Habits/Accident Prevention** - Provides suggestions on how to make work areas safer. Anticipates safety issues and actively strives to prevent accidents.
- **Analytical Skills** - Ability to visualize, articulate, conceptualize or solve both complex and uncomplicated problems by making decisions that are sensible given the available information.
- **Computer Skills – Advanced** - Skilled with computers, takes advantage of new technology, learns new tools quickly, and uses technology to enhance job performance.
- **Ethics** - Honest, accountable, maintains confidentiality.
- **Independence** - The degree of work accomplished with little or no supervision.
- **Initiative/Creativity** - Ability to ask relevant questions and display self-directed learning; seeks out new assignments and assumes additional duties when necessary without prompting; proposes ideas and new and better ways of doing things.
- **Interpersonal Skills** - Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback.
- **Job Knowledge** - Application of skills, training, abilities and/or related experience to the performance of specific job duties and responsibilities; demonstrates knowledge of a particular field; demonstrates learning ability and versatility. Demonstrate knowledge of federal, state and local laws including FAA and FDOT rules and regulations.
- **Leadership** - Provides strong leadership, sets a good example, skilled decision maker, motivator, and encourager.
- **Mathematical Skills – Advanced** - Use advanced mathematical skills to calculate budgets. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Procedure Observance** - Follows conduct standards, other regulations; adheres to company procedures.
- **Productivity** - Effectively yield results in spite of work load variations and demands; meets deadlines; consistent volume of work accomplished with efficiency.
- **Project Management** - Monitors status of projects, thoroughly deals with project details, holds project owners accountable, and delivers clear, accurate depiction of status.

Minimum & Preferred Qualifications

Must have a full working knowledge of F.A.A. grant requirements and F.D.O.T programs. Must have working knowledge of reading blueprints and contracts. Must have full knowledge of local government agencies for code and regulatory compliance. Must have full working knowledge of federal agencies, laws, and programs to ensure airport compliance (FAA, ADA, FAR part 77, 139, 107, 150, 161 etc.). Must have working knowledge of project management techniques.

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Must have full working knowledge of computers and engineering software.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Advanced working knowledge of computers, Microsoft Word, Excel and engineering software. CAD knowledge preferred.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Education/Professional Certifications

Bachelor's degree (B.A.) from a four year university/ college or equivalent, plus five to seven years progressive airport project management experience and/or training; or equivalent combination of education and airport project management experience.

Professional Engineer (P.E.) license preferred, but not required.

Machines Tools & Equipment

Must be able to operate computers and office software.

Driver's License Requirements

- A current, valid Florida driver's license with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of-state driver's license and obtain the State of Florida driver's license within 30 days of employment.
- A driving record that meets the Authority's driving standards.
- Within 60 days pass AOA movement driving qualification

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Working Conditions

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

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Physical Requirements

While performing the duties of this job, the employee is regularly required to sit, stand, walk and drive. The employee is frequently required to talk or hear. The employee is required to use hands to handle or feel; reach with hands and arms; stoop, kneel or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision for reading on computers and reading plans, contracts and other written or digital documents.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisor Signature & Date:	
Employee Signature & Date:	

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