

DFW AIRPORT BOARD

JOB DESCRIPTION

TITLE: ASSISTANT VICE PRESIDENT
DESIGN AND CONSTRUCTION MANAGEMENT

JOB NUMBER: 1073

FLSA STATUS: EXEMPT

This job description generally describes the work of people in this job title. It may not be a complete list of duties.

POSITIONS DIRECTLY SUPERVISED:

- Lead Design Manager
- Senior Lead Project Manager
- Senior DCC Project Manager
- Administrative Assistant II

GENERAL SUMMARY:

Under general direction of the Vice President Design, Code and Construction, plans, organizes, supervises, and administers the design and construction of facilities and infrastructure in fulfillment of Airport capital programs. Supervises directly or indirectly through subordinate section heads ensuring management systems provide the required control to accomplish the successful execution of all design and construction related activities for the Airport's capital programs. Work involves extensive contacts and coordination with Airport Board staff, consultants, contractors, and community interests.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Directs multi-discipline teams of Board staff consults and contractors in the design, construction, and closeout of building and Infrastructure projects in fulfillment of Airport capital programs.
2. Responsible for program/project execution (reference Item #1) to ensure maximum benefit for the Airport Board.
3. Ensure that projects are executed in accordance with (i) departmental governance and guidelines and (ii) Board policies and programs.
4. Assists the Vice President and other departmental Assistant Vice Presidents with establishment, review and revision of departmental governance and guidelines.
5. Works closely with various departments on Board-wide matters such as capital programs, project lifecycle management, grant administration, design criteria, and code compliance.
6. Interacts with airlines, airport tenants, the Federal Aviation Administration, city, state and federal agencies and community interest representatives concerning airport planning, design and construction activities and related matters.
7. Participates directly and indirectly in administrative matters such as budget development and management; human resource management including selection, training, and performance management; establishment of information and documentation requirements, and development and implementation of departmental procedures.
8. Confers with Vice President of Design, Code and Construction on policies, programs, activities and makes policy recommendations; acts for Vice President in all matters in the Vice President's absence or as requested.
9. Manages the development of written recommendations (Official Board Actions) and reports for Board Committees; plans and schedules activities to meet the demands of the monthly Board cycle.
10. Participates in and manages departmental and non-departmental budget requests and administers approved budgets.
11. Selects, coaches, and develops others; advises, mentors, and provides feedback to others to enhance performance, increase engagement, and to encourage development of work-related competencies and long-term career growth.

PRINCIPAL DUTIES AND RESPONSIBILITIES (Continued):

12. Embraces Diversity and Inclusion; leverages the unique talents, perspectives, and experiences of individuals in the organization, across all stakeholders and customers to achieve key results.
13. Fosters teamwork and collaboration; works collaboratively with others toward achieving key results.
14. Promotes Employee Engagement; enhances a continuous learning environment, develops sustainable leadership capabilities, and creates an organizational culture consistent with DFW beliefs.

MINIMUM REQUIREMENTS:

- Bachelor's degree in architecture, engineering, construction management/science or related field.
- Seven (7) years of progressively responsible experience in the planning, design and/or construction of major facilities or infrastructure capital projects.
- Three (3) years of progressively responsible management experience.
- Any equivalent combination of education and/or experience may be substituted for the above.
- Possession of a valid Class C driver's license.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the techniques and procedures associated with the management of capital program development and execution.
- Knowledge of the laws, rules and regulations governing public project development and execution.
- Knowledge of the principles and practices applied in design, construction, and turnover of major public service projects.
- Skill in the supervision, motivation, and direction of professional and technical personnel.
- Ability to apply modern management and administrative principles and techniques to project delivery.
- Ability to communicate clearly and effectively, both orally and in writing, and to maintain harmonious internal and external relationships at all levels.
- Ability to meet and deal with senior representatives of contractors, tenants, consultants, Board staff and other interested parties to exchange information, explain and interpret standards and resolve differences.

DESIRABLE:

- Valid Texas registration as a Professional Engineer or Registered Architect or ability to secure a Texas registration through reciprocity within six months of employment.
- Knowledge of the commercial aviation industry and the laws, rules and regulations governing air transportation.
- Both public and private sector experience in the management of capital development programs.

EFFORT:

- Works in an office environment and occasionally at construction sites.
- Uses keyboard devices and computer monitors.
- Uses reasoning in problem solving and analysis.
- Uses near-visual acuity in reading written documents, design drawings and statistical data.
- Exchanges information by telephone and in person.
- Drives to locations on and off airport property.

APPROVALS

Department

Date

Human Resources

Date