



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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## DIRECTOR OF MAINTENANCE, ENGINEERING & ENVIRONMENTAL COMPLIANCE BURLINGTON INTERNATIONAL AIRPORT

**POSTING DATE:** September 12, 2014  
**RATE OF PAY:** \$68,902 / annually  
**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** Open Until Filled  
**POSITION STATUS:** Full Time  
**CLASSIFICATION GRADE:** 24  
**UNION:** N/A

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for overall operation, administration, supervision, and monitoring of the Airport Maintenance, Engineering and Environmental Compliance Department, including planning, development and financial management of facilities, grounds, electrical, and vehicle divisions.

#### **ESSENTIAL FUNCTIONS:**

- Oversee the direction, supervision and scheduling all aspects of facility maintenance and engineering, including but not limited to snow removal operations, HVAC, vehicles, electrical, plumbing and heating systems, structures, paving, masonry, painting, welding, sheet metal, carpentry, landscaping, airport lighting and navigational aids, compliance review, and training programs.
- Budgeting, project development and design, and requests for bids, proposals and qualifications, preparation and issuance of contracts and specifications for various environmental, maintenance, equipment, and airport development projects, including RFPs, and review for compliance with industry and government standards.
- Construction and environmental project management. Including design and design review, contractor and consultant oversight, project inspection and approval, review and approval of plans and specifications, payments requests and other project submittals.
- Management of airport environmental issues and programs to include contaminated site management, stormwater, federal and state permitting compliance and reporting, UGST program, hazardous materials, and aircraft deicer management.
- Coordinate with Air National Guard, Army National Guard and other airport tenants on airport projects and environmental issues.
- Ensures the coordination and oversees service contractors such as HVAC, janitorial and airfield.
- Prepare annual division budget.
- Responsible for operation of the division within fiscal constraints of approved budget.
- Oversight of the inventory of equipment and supplies and requisition of materials.
- Oversight of the Disadvantaged Business Enterprise (DBE) program and American with Disabilities Act (ADA) program
- Provide technical support and information to airport staff, tenants, and the public as needed, and other duties as assigned by the Director of Aviation.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelors in Civil, Mechanical or Electrical Engineering or related field required.
- Minimum of 5 years of maintenance experience with demonstrated supervisory and management capabilities and a proven working knowledge of maintenance practices and procedures, including budget and management responsibility and familiarity with mechanics and engineering required.
- Minimum of 3 years airport experience including knowledge of Federal Aviation Administration, Transportation Security Administration regulations is preferred.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Demonstrated knowledge of engineering methods, design standards, materials, and project management.
- Ability to read, analyzes, and modifies specifications and blueprints to ensure work complies with all contract specifications.
- Experience in the federal grant process preferred.
- Knowledge of federal, state and local regulations associated with land acquisition, environmental issues, and airport design standards essential.
- Knowledge of ADA and DBE programs and processes preferred.
- Ability to interact with various agencies, tenants, contractors, architects, and federal, state and local government.
- Ability to communicate professionally and diplomatically with tenants, contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedules on track.
- Strong background in word processing and spreadsheet software, graphics software and AutoCAD required.
- Employee must not pose a direct threat to the health or safety of him/herself or others.
  - Must be on call 24 hours per day, 7 days per week.
  - Must possess and maintain a valid VT driver's license.
  - Must successfully complete a 10-year background check.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

**To Apply: Submit resume, cover letter and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**