



HUMAN RESOURCES DEPARTMENT

City of Burlington

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

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DIRECTOR OF ENGINEERING AND ENVIRONMENTAL COMPLIANCE BURLINGTON INTERNATIONAL AIRPORT

POSTING DATE: January 29, 2015

DEADLINE TO APPLY: February 10, 2015

EXEMPT/NON-EXEMPT: Exempt

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

RATE OF PAY: \$30.14/hour

POSITION STATUS: Regular Full Time

CLASSIFICATION: Grade 21, NONUNION

This position is responsible for providing professional and administrative engineering, planning and development work, and environmental compliance, as well as planning, development, project management, budget recommendations and financial management of facilities, grounds, electrical, and vehicle divisions.

Essential Job Functions:

- Oversee the maintenance and engineering projects including, 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 engineering department programs, including federal and state compliance, and reporting, contaminated site management, storm water, and energy efficiency.
- Ensures the coordination and oversees service contractors such as HVAC, janitorial and airfield.
- Prepare annual budget for maintenance and engineering projects
- Responsible for operating 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.
- Coordinate the competitive bidding process as it relates to environmental and equipment purchase projects.
- Generate various technical drawings of airport terminal and airfield, and layouts and graphics for airport purposes as needed.

Qualifications/Basic Job Requirements:

- Bachelors in Civil, Mechanical or Electrical Engineering or related field required.
- Minimum of 5 years of experience with demonstrated success in project management, including budget and management responsibility and familiarity with mechanics and engineering required.
- Strong background in word processing and spreadsheet software, graphics software and AutoCAD required.
- Minimum of 3 years airport experience is preferred
- 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.
- Ability to effectively and professionally represent the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to demonstrate solid judgment and the utmost level of the confidentiality.
- Ability to prioritize work and problem solve to accomplish competing objectives while meeting deadlines is required.
- Ability to work nights, weekends and holidays.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies. 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 driver's license.
- Must successfully complete a 10-year background check.

To Apply: Submit cover letter, resume and a City of Burlington Application by 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.

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.