



## **JOB ANNOUNCEMENT**

### **AIRPORT ENGINEER**

PARTIALLY EXEMPT FULL-TIME POSITION

37.5 hours per week

**\$80,886.00 – \$113,256.00 Annually (DOQ)**

***Are you an independent worker comfortable with complex projects?***

***Do you possess knowledge of current engineering principles and practices applied in planning, analysis, design and construction?***

***Do you possess knowledge of airport operations and airport capital improvement programs?***

***If you have answered yes to these questions, then come join our team at the Juneau International Airport!***

***This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees' Retirement System), life insurance, flex spending plan, deferred compensation program, Employee Assistance Program and Wellness Program. The CBJ is an employer of choice in the Capital City of Alaska!***

***Resources & Information about Juneau, Alaska: <http://choosejuneau.org/>***

### **RESPONSIBILITIES**

This position works independently under the general direction of the Airport Manager regularly working with complex projects in the millions of dollars. This position provides professional management of engineering and construction projects as well as contractors and consultants.

***Typical responsibilities include the following:***

- Assists in the preparation of and/or prepares drawings, specifications, cost estimates, reports, contracts and requests for proposals (RFPs); utilizes professional seal where appropriate.
- Provides technical engineering services and/or support for projects that construct new, or renovate or modify existing, CBJ owned or operated facilities.
- Assists with and/or conducts negotiations related to professional service contracts.
- Administers all aspects of professional service contracts and collaborates with the Airport to ensure that project goals are met and that the CBJ's interests are served.
- Reviews and/or creates permit applications, including plans and drawings and specifications for compliance with regulatory codes and standards.
- Serves as a CBJ representative for management of multiple planning, design and construction projects.
- Manages and conducts project activities to ensure CBJ's interests are protected.
- Continuously monitors and inspects construction work quality, workmanship, and material selection to ensure compliance with contract documents; identifies deficiencies; recommends corrective actions; coordinates the resolution of issues between parties.
- Issues Stop Work orders, Notices of Defective Work and imposes other contractual mechanisms to contractors not complying with the contract documents.
- Monitors contractor's construction safety program and maintains safe practices for CBJ personnel at the construction site.
- Proposes and implements a dispute resolution program.
- Develops project budgets; provides fiscal control of projects; reviews and approves expenses charged to projects; administers professional design and construction contracts for timely completion; establishes and maintains the financial project records; and assists in financial audits.

**CONTINUED ON BACKSIDE**

- Reviews applications and grants, subdivision construction permits, with or without conditions; denies permits for cause.
- Designs, conducts and manages specialized studies; identifies alternatives and makes recommendations.
- Assesses project needs and hires, or recommends the hire, of qualified staff to provide high quality public service.
- Prepares reports regarding the status of projects.
- Oversees the Airport's Storm Water Pollution Prevention Plan (SWPPP) and its Multi-Sector General Permit with State DEC.
- Trains other CBJ staff on project management, documentation and application of Engineering Department and CBJ policies and procedures.
- May supervise and direct other project office staff.
- Makes oral and written presentations to the Assembly, Boards, Commissions, Airport groups and the public.
- Develops and implements departmental policies and procedures.
- Other related duties as assigned.

### **DESIRED QUALIFICATIONS**

Experience: 2 years professional experience in public capital project planning, design, and construction administration of building construction of which at least one (1) year was on FAA Airport Improvement projects.

Other: Fluency with common computer programs and AutoCAD desirable.

### **Position Requirements:**

Required Licensure: This position is **required by state law** to be licensed as a Professional Engineer.

Persons not registered in the State of Alaska must be registered in a state recognized by the State Board of Registration for Architects, Engineers and Land Surveyors eligible for comity in accordance with AS 08.48.191(b). Persons employed under this provision must become registered in Alaska **within one year of hire** and sign an agreement to this effect as a condition of employment.

Other: This position requires a valid Alaska Driver's License **within 1 month of appointment and for continued employment.**

Employment is contingent upon passing a TSA-required security check per 49 CFR 1542 and 1544 and the Juneau International Airport Security Plan. This will require an FBI fingerprint criminal history records check. Continued employment is contingent on ability to maintain a favorable security check.

**NOTE:** This is a benefited position. For more details about benefits, please visit the following web link:  
<https://beta.juneau.org/human-resources/benefits>

*Note: This position is within the partially exempt service and serves at the pleasure of the Airport Manager. Applications and resumes received are subject to public disclosure.*

### **CLOSING DATE**

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. **This bulletin announces open until filled.**

### **WHERE TO APPLY**

#### **Mail completed application to:**

City and Borough of Juneau  
Human Resources & Risk Mgmt. Department  
155 South Seward St.  
Juneau, Alaska 99801  
<https://beta.juneau.org/human-resources>

**OR**

Visit our website below for instructions on how to submit applications via email:  
<https://beta.juneau.org/human-resources/employment-opportunities>

#### **Drop off completed application to:**

City and Borough of Juneau  
Human Resources Risk Mgmt. Department  
107 Municipal Way, Suite 101  
Juneau, Alaska 99801

**OR**

**Fax completed application to:**  
(907) 586-5392

**THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER**