



Louis Armstrong New Orleans
International Airport

Capital Projects Administrator- Engineering: Manager of Engineering and Construction



Louis Armstrong New Orleans International Airport is the gateway to one of the top travel destinations in the world – New Orleans. Conveniently located 15 minutes from downtown and the historic French Quarter, Armstrong International is poised for the future as the Airport of the Gulf South providing safe, first class customer service to travelers from around the world. Armstrong International serves over 12 million passengers annually with 15 airlines to 56 non-stop destinations. NOAB has a \$1 Billion Capital Improvement Program underway, including the construction of a new 35-gate terminal facility.

The New Orleans Aviation Board (NOAB) oversees the operation of the Louis Armstrong New Orleans International Airport and the Downtown Heliport as an unattached board of the City of New Orleans. The nine member board is appointed by the Mayor of New Orleans.

General Summary:

Under general direction, plans, organizes and administers all construction and engineering activities for the New Orleans Aviation Board (NOAB). These activities include program planning, budgeting, design, contract procurement, fiscal administration, construction management and quality assurance. Work involves the responsibility for the administration and technical supervision of capital projects and includes responsibility for participating in the determination of departmental policies and planning. Work includes the making of decisions on the preparation of the capital budget, the expenditure of capital funds as well as the approval of construction plans and designs.

The Manager of Engineering and Construction classification exists to have full supervisory responsibility over two distinct and separate areas: construction, and engineering. Responsibilities include negotiating and administration of professional service contracts, contract management and administration for all airport construction projects, and ensuring compliance with FAA and applicable Federal and State laws and guidelines. The incumbent must exercise independent judgment and discretion in determining the optimal strategy for resource allocation in striving to meet departmental goals and objectives.

Responsibilities:

- Directs, manages and coordinates the work plan for NOAB engineering/construction services and activities including capital improvement programs, and the Airport Improvement Program (AIP) grant process by developing and implementing section/service area goals, objectives, policies and priorities; reviews and evaluates work methods and procedures; reviews and approves work programs, policy recommendations and special reports.
- Selects, supervises and evaluates assigned personnel; assigns projects and areas of program responsibility and monitors progress; provides for staff training; works with employees to correct deficiencies; initiates discipline and termination procedures.
- Develops and administers an annual budget by forecasting funds needed for staffing, equipment, materials and supplies; planning & programming of project scope, monitors and approves expenditures; prepares and implements budgetary adjustments, as necessary during the fiscal year.

- Directs the preparation of Professional Services Agreements, technical specifications and plans for construction bid documents; recommends contract awards and ensures compliance with contract terms and conditions.
- Ensures that engineering and construction projects are economical, well documented and meet applicable regulations, codes and standards.

Miscellaneous:

- Maintains and supports a high level of customer service to peers, partners and passengers.
- Adheres to safe operating procedures set forth by the NOAB and OSHA.
- Other assignments and/or duties as directed by a member of management.

Knowledge, Skills and Abilities:

- Knowledge of Civil engineering principles, practices and methods.
- Knowledge of project management, construction and contract management.
- Knowledge of principles of organization and management, including personnel administration and budgetary control.
- Knowledge of applicable federal, state and local laws, codes and regulations, including FAA regulations.
- Skill to use computer skills for data entry, word processing, and spread sheet development.
- Skill to prepare routine, recurring and special reports for management.
- Ability to write clear, concise reports and procedural documents and prepare/maintain accurate and complete records.

Education, Experience, Licensing:

- Bachelor's Degree from an accredited college or university in Civil Engineering or a related field from an accredited college or university or current registration as a Professional Engineer from any state; Or an equivalent combination of experience and training.
- Three (3) years of increasingly responsible management experience in public works projects engineering & construction **AND** two (2) years of management and supervisory experience.
- Aviation experience preferred.
- A valid driver's license is required at the time of application.
- Incumbents must obtain within one (1) year a valid Certification of Registration as a Professional Engineer in the state of Louisiana.

Compensation/Benefits:

- Salary is a range of \$88,344.00-\$145,205.00 annually, commensurate with experience.
- Depending on your position, benefits of working for the City of New Orleans may include a Pension, Health Insurance (hospitalization, prescription coverage, vision, and dental) for you and your family, 10 paid holidays, longevity pay, merit pay, free life insurance, sick leave, and paid vacation.
- This position may be deemed to be essential personnel as part of NOAB's Emergency Response Team, and may be required to respond to airport incidents as requested/required.

Application Process:

Applications can be submitted online at: <https://www.governmentjobs.com/careers/neworleans>

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. PAPER APPLICATIONS must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

Deadline: Until Withdrawn.

Louis Armstrong New Orleans International Airport is an Affirmative Action/Equal Opportunity Employer

Confidentiality Disclaimer:

Applicants are hereby notified that applications for public employment in Louisiana are “public records”, and are subject to disclosure under La. R.S. 44:1 et seq. and La. Const. Article 12. Section 3.

NOAB and TSA regulations for this position require a ten-year personal, criminal and employment background check.