

# **GEG Director of Planning and Engineering**

## **About the Airport**

A detailed description about the Spokane Airports System and the Spokane Community can be seen in the previous brochure posted on our website for the Spokane Airport Director.

## **Requirements**

Bachelor's degree in Engineering or Architecture with corresponding Professional Engineer or Architect's License. Eight years of progressively responsible experience in Project Management, five as a professional engineer or architect. Experience with projects requiring multi-tasking and coordinating diverse disciplines i.e. engineering, architecture, construction, and maintenance. Experience with airport management/construction in a snowy climate preferred. A.A.E. accreditation preferred.

## **Job Description**

The primary function of this position is to conduct project planning and manage engineering activities and construction projects at all Spokane Airport's properties. This includes project design management, tenant construction improvements, and project compliance. The supervisory duties are to direct and manage the Engineering Department and staff. This position reports to the Airport Director.

The major responsibilities include: establish Engineering Department goals and objectives and recommend necessary staffing and financial resources; plan, budget, schedule, and identify potential funding for capital improvement/construction projects; manage approved construction projects, reviewing design/plans, selecting contractors/consultants, administering contracts, coordinating schedules, and approving change orders/invoices; manage the administrative functions of the Engineering Department; prepare technical reports/evaluations and make written/oral presentations; assure compliance with project management policies/ procedures and environmental standards; ensure DBE and ADA compliance; conduct project planning; manage and implement AIP grants; and perform other duties as assigned.

## **Compensation & Benefits**

Salary range is \$75,000 - \$110,000 DOE.

The range of benefits includes:

- Health, Dental, and Vision Insurance
- Disability and Life Insurance
- Retirement
- Vacation and Sick Leave
- Relocation Benefits

## How to Apply

1. Please submit a cover letter, resume, and at least five professional airport references (including your working relationship with them) to ADK Executive Search at:

[GEG@adkexecutivesearch.com](mailto:GEG@adkexecutivesearch.com)

Only complete electronic submissions will be considered.

2. As a separate document, respond to the following:
  - a. What is the size of airports/facilities and communities you have served including your operating budgets, the capital improvement budgets you have managed, and staff you have supervised?
  - b. What has been your experience and responsibilities providing oversight of airport construction projects?
  - c. What is the largest project you have managed A to Z, the length of the project, and lessons learned?
  - d. What is your experience in budget development and grant program administration, including your relationships with local, state, and federal officials?
  - e. Spokane International and Felts Field are subjected to the four seasons including several months of cold and snow. What is your experience in dealing with capital improvement projects that have the potential of being impacted by the environment?
  - f. This position requires a unique combination of technical detail with leadership skills that exhibit latitude and independent judgment. Why do you feel that this position is right for you?

3. Please complete the ADK employment application form at:

[https://adkexecutivesearch.com/Application\\_Form.html](https://adkexecutivesearch.com/Application_Form.html)

(This is a secure link.)

**Filing Deadline: Monday, February 28, 2011**

Email questions to: [GEG@adkexecutivesearch.com](mailto:GEG@adkexecutivesearch.com)