

**TBI Airport Management, Inc.  
Hollywood Burbank Airport**

**Job Description**

## **Director of Engineering and Project Delivery**

**Salary:** \$175,000-\$190,000/year

**Reports to:** Deputy Executive Director, Planning and Development

**Status:** Exempt

**General Description:**

The position will be responsible for all aspects of engineering design and construction, and development activities for the airport, including managerial supervision of staff and technical oversight of consultants.

**Essential Job Functions:**

**Typical Tasks**

- Administer engineering design and construction activities for Hollywood Burbank Airport.
- Provide direct supervision of the Engineering Department.
- Support the development of the Engineering team, including developing the vision for the group and selection of new engineers and inspectors.
- Support the Planning team on overall capital improvement project development and life cycle analysis for project prioritization.
- Supervise staff, coordinate and direct, either personally or through subordinate personnel, the activities of consultants, architects, engineers, and contractors engaged in design and construction of projects at the Airport.
- Act as liaison to airport tenants, other departments, governmental agencies, and interested groups regarding development activities at the Airport.
- Establish and maintain a good working relationship with representatives of federal, state, and local government agencies, legislative bodies, airlines, airport tenants, and the general public.
- Direct the inspection of new building construction for conformance with contract provisions, plans, specifications, and sound construction practices.
- Coordinate with architects and engineers in procuring data and developing plans and specifications for airport construction.
- Perform other duties as assigned.

**Minimum Qualifications:**

**Required:**

- Bachelor's degree in civil engineering or a related architectural or engineering discipline from an ABET accredited college or university.
- Current and valid registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers. OR
- Current and valid registration as a licensed Architect issued by the California Architects Board.

- 10 years' full-time experience in engineering- or architectural- related positions.
- Management experience with direct supervisory responsibilities of staff.

In addition to the required qualifications, the following is preferred:

- Experience in pavement engineering and management.
- Experience in airport capital improvement projects.
- PMP or CCM certifications

**License and Special Requirements:**

- Possession of a valid California Driver's license, or the ability to obtain within 6 months of employment.
- Ability to obtain and maintain security clearance as required by the role and TSA regulations.

**Salary and Compensation:**

Salary range for this position is \$175,000 - \$190,000/year with an attractive range of benefits, including health insurance, life insurance, 401K matching, paid time-off, tuition reimbursement, professional development and a flexible/alternative work schedule.

**Supplemental Information:**

Knowledge of:

- Federal procurement requirements and the Airport Improvement Program.
- Construction practices and safety requirements.
- Principles of contract law, construction contracts, and bidding procedures.
- Structure and procedures of local government.
- The responsibility of federal, state, and local agencies regarding airport development and operation.
- Principles and practices of airport planning and management.
- Principles and procedures of budget preparation.

Ability to:

- Speak and write effectively.
- Manage and lead people.
- Lead organizational change.
- Deal tactfully and effectively with government officials, representatives of airlines, airport tenants, and the general public.
- Analyze situations accurately and adopt an effective course of action.

**Interested applicants may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/link/index/JB-CD068Y7EX?source=internal&u=137146>