

**TBI Airport Management, Inc.  
Bob Hope Airport  
(commonly known as Hollywood Burbank Airport)**

**Job Description**

## **Director of Engineering**

**Salary:** \$165,000+/year DOE/Q

**Closing date:** November 15, 2017

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

**Status:** Exempt

**General Description:**

- The position will be responsible for all aspects of planning, engineering, and construction activities for the airport, including the managerial supervision of staff and technical oversight of consultants.
- Under direction from the Deputy Executive Director, develops and recommends projects and incorporates them into the long range capital improvement planning for the airport.

**Essential Job Functions:**

Typical Tasks

- Administers planning, engineering, and construction activities for the airport.
- Supervises staff, coordinates and directs, either personally or through subordinate personnel, the activities of consultants, architects, engineers, and contractors engaged in design and construction projects on the airport.
- Acts as liaison to airport tenants, other departments, governmental agencies, and interested groups regarding planning, engineering, and construction activities on the airport.
- Develops and submits for approval, through the Deputy Executive Director, an annual update to the three-year Airport Capital Improvement Plan and five-year Airport Facility Improvement Program.
- Establishes and maintains important contacts with representatives of federal, state, and local government agencies, legislative bodies, airlines, airport tenants, and the general public.
- Directs the inspection of new building construction for conformance with contract provisions, plans, specifications and sound construction practices.
- Cooperates 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 engineering discipline from an ABET accredited college or university.
- 10 years full-time experience performing duties which include difficult and complex engineering projects.

- 5 years of management experience with direct supervisory responsibilities of staff.

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

- Current and valid registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Experience in pavement engineering and management.
- Experience in airport construction projects.

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 role and TSA regulations.

**Salary and Compensation:**

Salary for this position is \$165,000/year DOE with an attractive range of benefits, including health insurance, life insurance, 401K matching, paid time-off, and a 9/80 work schedule. Relocation reimbursement is available up to 10K for household moves greater than 200 miles.

**Supplemental Information:**

Knowledge of:

- Federal procurement requirements and the eligibility in 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 practices of government planning in urban and urbanizing metropolitan areas.
- 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.

**To Apply:** Please forward your resume to [employment@bur.org](mailto:employment@bur.org)