

Job Description

Job Title: Assistant Engineer	Date: April 1, 2019
Department: Engineering	FLSA Status: Non-exempt
Reports to: Chad Lay, Director of Planning and Development	

Introduction

Under the direction of the Director of Planning & Development, this individual will assist with the management, inspection and documentation of capital improvement projects and will be responsible for the primary management of the airport geographic information system.

Essential Functions

Essential functions of the job include:

- Conduct project inspections, write inspection reports and manage project documentation.
- Advise the Director of Planning & Development of current project status and situations following project inspections.
- Assist the Director of Planning & Development with project communication and coordination with and between the Airport Authority, its consultants and contractors.
- Represent the Airport Authority on projects and at meetings, as directed.
- Management of project documentation.
- Development of project management systems.
- Manage the ongoing development and maintenance of airport geographic information system.
- Assist in the preparation and submission of state and federal funding requests and project status reports.
- Manage, and provide direction to, support staff/part time staff/interns, as directed.
- Manage specific capital improvement projects, as directed by the Director of Planning & Development.
- Other duties may be assigned.

Examples of Work Performed

- Visit construction sites, observe and document status of construction, current work, contractor assets on site and weather conditions.
- Communicate Airport Authority direction to consultants/contractors.
- Coordinate contractor work activities on the airfield consistent with operational requirements.
- Create and maintain an orderly system of project records and documentation.
- Maintain databases of interested bidders, unit prices, project plans.
- Assist in the creation cost estimates for future projects.
- Function as the Airport Authorities primary Geographic Information Systems contact both internally and with consultants and governmental agencies.
- Verify and update GIS databases.
- Work with airport staff to identify and implement GIS needs.
- Create and modify electronic drawings using standard CADD software.

Required Knowledge, Skills and Abilities

- Knowledge of the basic principles of construction, including the processes, order and techniques required for the construction of buildings, pavements and infrastructures.
- Knowledge of standard office suite software, especially the use of word processors and spreadsheet programs.

Job Description

- Knowledge of computer aided drafting programs.
- Knowledge of database management and geographic information systems.
- Ability to safely navigate the airfield environment, independently and in accordance with all required rules and regulations.
- Ability to safely navigate and observe construction sites without disrupting the construction process or creating safety risks.
- Ability to report conditions and describe situations clearly and logically, both orally and in writing.
- Ability to write routine reports and correspondence.
- Ability to exhibit independent judgment and initiative in analyzing data information systems.
- Ability to read, understand and interpret construction plans and contract documents.
- Ability to communicate Airport Authority direction/desires to consultants and contractors in order to complete projects successfully.
- Must qualify for and be insurable, at normal rates, under Airport Authority vehicle liability and workers' compensation insurance policies.
- Must agree to, and successfully complete, a ten year employment verification, security threat assessment (STA), and criminal history records check (CHRC) as required by the Transportation Security Administration.
- Must agree to, and successfully complete, a drug screen in accordance with the Authority's Drug-Free Workplace Program.

Work Environment:

In accomplishing the work required by this position, the employee will often find themselves outside and/or on an active construction site. They may encounter hot or cold temperature extremes; wet and/or humid conditions; wind; moving and dangerous equipment/parts; high places; fumes, dust or airborne particles; toxic or caustic chemicals; wet, muddy or uneven surfaces. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift and/ or move up to 50lbs utilizing safe and proper lifting techniques and equipment
- Safely climb in and out of trucks and up and down stairs and ladders
- Ability to sit, climb or balance, stoop, kneel, crouch, crawl, stand and walk
- Specific vision abilities required such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Tolerate various work environment characteristics to include climatic temperature extremes such as cold, hot, wet and/ or humid conditions; moving mechanical parts/ equipment; high precarious places; dust, fumes or airborne particles; toxic or caustic chemicals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Safety Requirements

Adherence to standards established in the Employee Handbook, Airport Rules & Regulations, Standard Operating Procedures, LAA Safety & Wellness Program and all other established safety requirements applicable to the position is required?

Job Description

Method of Measurement

- Completion of responsibilities listed in this job description in a timely, safe, ethical and organized manner
- Accurate, timely and complete documentation of work
- Effective utilization of time and available resources
- Management satisfaction with quality of work performed
- Continued professional growth and development
- Continued proficiency and productivity to meet Airport Authority expectations and standards.

Education & Experience

- Candidates with various combinations of the education and experience listed below will be considered:
 - Preference will be given to candidates who hold a Bachelor of Science Degree in Architecture, Engineering, Construction Management, or related field, from an accredited college of engineering or architecture.
 - Preference will be given to candidates with experience in engineering and/or construction.
 - Preference will be given to candidates with experience in airfield operations.
 - Preference will be given to candidates with a Professional Engineer's License.

Compensation

- Starting hourly pay range is \$23.69 to \$26.66 and will be dependent upon candidate's skills and experience. Overtime hours will be required at various times during the year.
- The position is entitled to a generous benefits package.

Summary

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals shall be expected to perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the Authority. A drug screening will also be required. These examinations will be paid for by the Authority. Satisfactory clearance to perform essential job functions and negative drug test results will be required for employment.

I have read and understand what is expected to perform my job professionally (safely, accurately, and ethically). My job responsibilities and performance expectations will be discussed during the orientation period for new employees and during yearly evaluations. I acknowledge by signing below, that this job description should not be taken as an express or implied promise of continuing employment. Additionally, employment at the Lincoln Airport authority is solely "at will".

Employee name

Signature

Date