

City of Fort Worth, Texas Job Description

Classification Title	Airport Project Coordinator		
Job Code:	PR5110	Job Family:	Professional
Pay Grade	608	Date Created:	07/03/2018
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, coordinates and acts as the liaison between the Aviation Department and engineering consultants, construction contractors, TxDOT Aviation, FAA and Alliance Air Services concerning aviation capital projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Coordinates Capital Improvement and other airport related projects with construction contractors, engineering consultants and external agencies. Investigates complaints; recommends and implements corrective action as needed to resolve complaints.
2. Coordinates and monitors agreements and contracts. Provides recommendations for contract services; improves and modifies existing services as necessary.
3. Acts as coordinator between the Aviation department and TxDOT/FAA. Issues critical communications such as Notice to Airmen (NOTAMS) and press releases. Answers questions and provides information to the public.
4. Conducts marketing of airport events, projects, and activities.
5. Works with contractors and consultants to keep track of project schedules and progress; briefs management regarding any issues.
6. Works with airport tenants and new development and assists them with the City's planning and development process.
7. Conducts meetings with consultants and contractors to keep track of schedules and progress, brief management, and determine schedule issues.
8. Drafts and routes RFPs, bid documents and M&C documents. Issues correspondences to tenants to advise them of activities and City actions that affect tenancy and leases such as lease adjustments, repairs, gate code changes, etc.
9. Researches, submits, and administers state and federal grants. Completes grant application documentation. Manages grants and capital funding related to projects.
10. Monitors, reviews and updates Aviation Department's five, ten and twenty year Capital Improvement Program on a continuous basis.

11. Monitors project budgets to ensure availability of funds for all purchases; assists in budget preparation and mid-year budget requests.
12. Follows City policies and procedures such as the purchasing policy. Develops and maintains list of providers and quotes for services and parts, orders parts and equipment, and maintains an inventory of pertinent parts; orders fuel and facilitates price adjustments.
13. Inspects and monitors airport facilities and grounds. Conducts annual airport inspections including fire extinguishers and fueling plant; facilitates fire inspections; and coordinates airport maintenance and emergency response activities.
14. Understands, implements and ensures compliance with Municipal, State and Federal regulations as they relate to airport operations.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Aviation terminology.
- Airports, State and Federal regulations.
- Principals of financial management.
- Project Management Software.

- **Skill in:**

- Project management.
- Contract management.
- Microsoft Word and Excel.
- Problem solving.
- Proofreading.
- Making presentations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Organize and prioritize multiple projects simultaneously.
- Utilize all available resources effectively.
- Act in a tactful manner.
- Keep meetings on track.

- Research and track finances.
- Attention to detail.
- Maintain a good working relationship with TxDOT and FAA.
- Effectively work with contractors and consultants.

QUALIFICATIONS

MINIMUM REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Aviation Management, Project Management, Business Administration or a related field and two years of experience in airport operations or administration related to the coordination of projects.

OTHER REQUIREMENTS

None

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.