



Job Description

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|----------------|----------------------|--------------------|---------------------------|
| Job Title: | Construction Manager | Employment Status: | Determined prior to offer |
| Department: | Administration | FLSA Status: | |
| Pay Grade: | Open | Shift/Hours: | Dependent on projects |
| Reports to: | Deputy Director | | |
| Revision Date: | | Effective Date: | TBD |

Position Description

The Construction Manager will be responsible for overseeing day-to-day activities as they relate to airport construction. Observes and reports activities to management and offers recommendations. The positions also provides administrative support to the airport. The position works in collaboration with other operations and administrative team members.

Principal Accountabilities/Responsibilities

- Oversee day-to-day construction activities
- Ensures all projects are proceeding in accordance with the requirements of the project plans, specifications, and goals of the Authority
- Monitor site for compliance with legal, building, and safety codes
- Ensure quality construction standards and the use of proper construction techniques
- Weekly written reports of project progress and status
- Respond to work delays, emergencies, and other problems
- Performs related tasks as assigned or directed

Qualification and Skills

Knowledge

Excavation and concrete construction.

Experience with construction material compliance and testing procedures.

Versed in compiling reports from site observations and presenting them to engineer and management.

Ability to effectively communicate quick solutions for construction and compliance issues that arise during a project.

Experience with change orders.

Experience with plan reviews, construction schedules and deadline enforcement.

Experience with environmental standards both federal, state and local.

Ability to apply safety standards and run periodic site safety checks.

Critical Skills

Ability to handle sensitive matters/information discreetly

Organizational skills.

Time management skills.

Communication skills.

Interpersonal skills.

Flexibility.

Positive attitude.

Decision making skills.

Ability to evaluate performance objectively and accurately.

Basic computer skills.

Documentation skills.

Writing skills.

Special Requirements

Valid WV Driver’s license

Ability to successfully pass a federal background check and obtain Airport Security badging

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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties. While performing the duties of this job, the employee is regularly required to sit, use hands to fingers, handle, or feel objects, tools, or controls, talk and hear. The employee frequently is required to sit, stand, and walk.

The employee may lift and move more than 25 pounds. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Visual requirements may be met by use of corrective eyewear (glasses, contacts, etc.)

Work Environment

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, extreme heat, and extreme cold. Due to the need to respond to emergencies, with appropriate PPE the employee is rarely exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of radiation.

Signatures of Approval:

Executive Director: _____ / _____ / _____

Employee: _____ / _____ / _____