

Missouri Department of Transportation Job Description

Job Title: Aviation Programs Manager

Title Code: R05642

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Supervisory

District/Division: Central Office – Multimodal Operations

Effective Date: 03-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The aviation programs manager develops and manages/administers the aviation capital improvement projects, and ensures airport projects meet technical, operational, and safety standards. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

Bachelor's degree in Engineering from an ABET-accredited college or university curriculum.

Successful completion of the Engineer-in-Training exam.

Six years of experience in highway or transportation engineering.

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, overnight travel.

Examples of Work

1. Provides technical guidance to sponsors, engineering consultants, project managers, department staff, and contractors including interpreting, evaluating, and resolving problems with airport design, paving, materials, contract language, and construction issues.
2. Liaisons between airport sponsors, engineering consultants, project managers, department staff, contractors, media, federal agencies, the public, and other outside agencies to ensure all stakeholders are aware of program requirements, project development issues, and project status.
3. Supervises maintenance of accurate and complete project records, coordination of project and program audits and final payments and closeout of federal grants to ensure compliance with federal requirements.

4. Supervises development and/or modification of contracts, grant agreements, certification forms and program guidance documents used in the administration of federal and state airport capital improvement grant programs.
5. Serves as the department's expert concerning airport issues including giving technical presentations and/or training to internal and external customers and partners.
6. Develops manpower and cost estimates for consulting contracts and negotiates contracts; approves consultant contracts and submittals.
7. Supervises and conducts solicitation for fee services by outside providers for special projects including negotiating and developing bids, fees, and scope of work.
8. Supervises airport project staff including making hiring and other employment-related decisions, assigning work, conducting performance management, and ensuring appropriate training is provided.
9. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
10. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.