

**Senior Project Manager**  
**Wayne County Airport Authority**  
**Romulus, Michigan**

**Qualifications include:**

A Bachelor's degree in architecture, engineering, construction management, public administration or a closely related field **AND** a minimum of eight (8) years of increasingly responsible professional experience in the management of design professionals and construction projects. **AND**; A valid driver's license and a safe acceptable driving record.

**Summary:**

Under the general direction of the Director of Planning, Design and Construction, manages the staff, projects and tasks of the Design and Construction Unit of the Wayne County Airport Authority, a fast-paced public sector environment comprised of diverse staff, numerous deadlines, and strict operational requirements. The Senior Project Manager must effectively manage multiple tasks simultaneously and his/her time efficiently to ensure that the goals and objectives of all projects are met. Responsibilities include supervising and monitoring performance of technical and support staff; assisting in the planning and management of the multi-million dollar capital improvement programs at Detroit Metro and Willow Run Airports; and performing detailed project management duties of assigned design and construction projects.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Administers the operation, budget and performance of the Design and Construction Unit including the development, implementation and monitoring of strategic initiatives and annual business plans; and recommendation of the Unit's operating budget.
- Manages the assignments and staff of the Design and Construction Unit including monitoring the performance of technical and support staff; Providing oversight and direction to Project Managers, technical staff, and support staff; Ensures that project requirements and Authority procedures and processes are adhered to for each task/project.
- Directs and manages the capital improvement programs for Detroit Metro and Willow Run Airports including project identification and prioritization, development of project delivery methods and alternatives, and program funding management.

- Functions as a senior team member in developing and delivering planning solutions to complex WCAA projects through assisting in the implementation of master plans and aviation planning assignments for Detroit Metro and Willow Run airports.
- Manages and oversees all aspects of assigned capital improvement projects/tasks from project inception to final completion of construction. This includes ensuring that each project meets the scope, budget, schedule, Authority policies and procedures, and requirements of the end user.
- Prepares concepts, studies, needs assessments, scopes, constructability analysis, schedules, reports, budgets, cost estimates, and construction sequencing related to assigned projects/tasks.
- Coordinates projects with various governmental jurisdictions, including the Federal Aviation Administration, the Federal Highway Administration, and the Michigan Department of Transportation.
- Ensures compliance with grant assurances, special conditions, and governmental and regulatory requirements.
- Prepares written reports and presentations, and makes oral presentations pertaining to various project activities to local, state and federal agencies as well as Authority staff and the general public.
- Prepares internal and external communications; reviews project documents, plans and specifications; conducting project design and construction progress meetings; and managing construction oversight and inspection activities.
- Performs contract administration of design and construction tasks/projects, including development of contract requirements; preparation of bid documents necessary to secure professional and construction services in strict accordance with purchasing requirements and guidelines; reviews payment requests for consultants and contractors; and verifies that contract provisions are satisfied.

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