



Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you'd like to see your career, take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for, including medical, dental, vision, life and disability insurance, generous time off benefits, a rich retirement program, and more! JMAA encourages the development of its team members and has an education reimbursement program. If you have the skills to fill one of our open positions successfully, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the role of **Capital Project Manager**

What traits do we seek? Successful candidates will...

- This position requires a bachelor's degree from an accredited college or university with major coursework in Architecture, Engineering, Construction, or a related field.
- Five (5) years of professional work experience in managing construction projects and/or management of state and/or federal grant funding; two (2) years of experience managing projects in a lead or supervisory capacity.
- Must possess a valid Mississippi State driver's license.
- Must be able to pass a background check and maintain security clearance. You may be required to obtain Airport Class II driving privileges within nine months from the hire date.
- Licensed Professional Engineer (PE), Licensed Architect (AIA), Project Management Professional (PMP), or Certified Construction Manager (CCM) is not required but is a plus.
- May be required to work overtime and weekends. It may require on-call status.
- May be required to travel to different locations (JAN/HKS) within the City of Jackson.

What Do You Get to Do? You will...

- Manages capital improvement projects and coordinates with staff, consultants, and contractors.
- Develops project justification; manages project scope, schedule, and budget; and allocates resources to deliver on related goals. Ensures that responsibilities are delivered with a level of quality that meets or exceeds acceptable industry standards for design, safety, and functionality.
- Ensures compliance with design manual, standards, and criteria to enhance operations, maintainability, and sustainability to enable construction activities to proceed expeditiously with minimal change orders.
- Engages various airport divisions, airlines, tenants, employees, and other stakeholders in preparing the Scope of Work and throughout the design and construction phase.
- Ensures impacts to airport operations are fully coordinated and minimized during the construction of projects.
- Is responsible for partnerships with departments to select outside consultants, including architects, engineers, and specialty consultants providing airport services on capital projects.

- Oversees general contractors, trade contractors, and/or design-builder entities engaged in construction services, third-party, and tenant construction activities.
- Coordinates and monitors capital project deliverables to comply with all governing code requirements and Federal Aviation Administration (FAA) advisory circulars and directives; FAA Airport Improvement Program (AIP) and adhere to applicable Code(s) of Federal Regulations, FAA requirements, Transportation Security Administration (TSA) regulatory requirements, and regulatory requirements.
- Ensures all projects within the program follow processes, including internal and external.
- Reports regularly on program and project status to executive leadership.
- Oversees the capital budget requirements for construction consulting services and administration of contracts that must be procured through a formal bid and/or solicitation process.
- Review schematics and contract specifications for accuracy, appropriateness, completeness, and consistency of terms and conditions.
- Assists with the preparation of contract solicitation documents.
- Schedules and attends pre-bid meetings and pre-proposal meetings.
- Schedules and conducts bid openings.
- Ensures compliance with the Federal Aviation Administration (FAA) grant assurances and other applicable laws/regulations.
- Review bid documents for compliance with bid requirements, including DBE/SBE certification, insurance, and bonding requirements. **Other Duties:**
- Represents the organization internally and externally by supporting the strategic direction, priorities, objectives, vision, mission, and values of JMAA.
- Provides courteous and prompt service to all internal and external parties. Prioritizes and addresses requests and assignments professionally and cooperatively.
- Identifies opportunities and recommends methods to improve service, work processes, and financial performance (e.g., procedure optimization). Assists in the implementation of quality improvement initiatives.
- Assists co-workers in completing tasks and assignments to ensure continuity of service. Actively supports teamwork throughout the organization.
- Reports to the Director of Capital Programming.
- Performs other services as assigned.

If you are interested in this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include "Procurement Specialist I" in the subject line. We also welcome you to learn more about us at jmaa.com.

This job posting summarizes the primary duties and responsibilities of the position. It is not intended to comprehensively list all duties and responsibilities. A detailed job description will be provided during the interview.

We're an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.