

Job Title: Facilities Engineer	Department: Capital Programming
Reports To: Capital Programming Director	FLSA Status: Exempt

POSITION SUMMARY

The Facilities Engineer is responsible for overseeing design and development activities that improve, modify, or design new products or processes to meet airport objectives.

Management reserves the right to assign, reassign or change duties and responsibilities to this job at any time due to reasonable accommodations or other reasons. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL FUNCTIONS

- Directs/inspects the work of consultants/contractors on civil engineering studies and projects
- Prepares/manages project activities, including monitoring budgets, work schedules, grant requirements and progress reviews
- Prepares or oversees the preparation of engineering studies/plans
- Performs professional engineering assignments in maintenance, repair, design, construction, land development, and program development which require advanced expertise in a specialized area of engineering and in multiple engineering related functions
- Acts as a resource to engineers on complex projects or manage projects or project components
- Possesses knowledge of FAA Part 139, FAA Advisory Circulars on Airfield Construction, engineering mathematics, engineering principle/practices and the materials and equipment applicable to the area of specialization, current codes, trends, and developments in the field of engineering specialization, principles of project management, organization and administration, applicable laws and regulations; FAA Design Standards and Airfield Construction methods and regulations
- Evaluates schematic designs and coordinates with design team for design development and coordinates with contractors to ensure compliance with contract documents
- Determines and establishes specifications through engineering calculations and layouts; Reads and interprets sketches, diagrams, and blueprints; Develops and modifies blueprints using AutoCAD software
- Interacts with vendors to obtain information and assistance; Plans, assigns, and reviews the work of contractors and maintenance repairs of airport facilities and grounds; Assists with the monitoring and compliance of vendors, contractors, and consultants during constructions projects; and prepares reports, as needed.
- Processes invoices while checking for accuracy and regularly updating budget information into JMAA's ERP system.
- Produces engineering documents by developing construction specification, plans, and schedules.
- Confirms adherence to construction specifications and safety standards by monitoring project progress, inspecting construction site, and verifying calculations and placements.

Other Duties:

- Represents the organization, both internally and externally, by supporting the strategic direction, strategic 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 in a professional and cooperative manner
- 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 the completion of tasks and assignments to ensure continuity of service; Actively supports teamwork throughout the organization
- Performs other services as assigned

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE

This position requires a Bachelor's Degree in Engineering or a related field. The individual must also have five years of professional civil engineering experience; and three years as an airport engineer is preferred or any equivalent combination of training and/or experience. Additionally, the individual must have engineer qualifications and skills that include: CAD and AutoCAD proficiency, design skills, site development, database design, planning, conceptual skills, legal compliance, and drafting. The individual must have a professional engineer's license. He/She must possess a valid Mississippi State driver's license; Additionally, the individual may be required to obtain Class II driving privileges within 90 days of hire date, and must be able to pass a background check and maintain security clearances. He/She may be required to work overtime and weekends.

SKILLS AND ABILITIES

The individual must be able to effectively communicate, engage in networking, and provide excellent customer service. He/She must be dependable, reliable, and take initiative. Additionally, the individual must be able to monitor work and manage multiple projects. He/She must be dedicated to TQM/Re-Engineering and provide the highest quality products and services which meet the needs and requirements of internal and external customers.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Specific vision abilities required by the job include close vision and the ability to focus. This job may require some combination of lifting, bending, stooping, standing, squatting, crouching, and working in close spaces. This job requires sitting, standing, walking, and operating a computer for extended periods of time.

Work Environment: Generally, the work environment is that of a typical business/office operation. This position may visit areas outside resulting in exposure to environmental elements. The noise level in the work environment is usually moderate but may be louder in outside areas. This position occasionally visits construction areas where extreme caution is required.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on: _____, by _____.
Date job description is approved Approving Authority

SIGNATURES:

Employee	Date
Supervisor	Date