

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



ENGINEERING ASSISTANT Full Time, Non-Exempt

Starting Salary Range: \$36,275 - \$41,716
Salary Grade Range: \$36,275 - \$54,412

Posting Date: 1-14-19
Closing Date: Open Until Filled

Under general supervision, provides assistance with the coordination of engineering projects to include observing daily construction activities, reviewing contractor's pay applications and change orders, escorting contractors and consultants within airport secured areas, assuring construction standards are followed, assuring environmental regulation compliance from Airport tenants, conducting monthly inspections of Airport storm water facilities, and general assistance with project management of airport design and construction projects.

MINIMUM QUALIFICATIONS: Associate Degree in Civil Engineering, Drafting, or related field or equivalent experience on a one-to-one year basis. Plus, three year's construction inspection experience in a government or private industry.

PREFERRED QUALIFICATIONS: Familiar with Construction on an Airport, **preferred.**

LICENSES & CERTIFICATIONS: Valid Florida Driver's license with good driving record

*** Day and night shift work schedules required.**

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext. 4212.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 4010
Date Approved: 12/18
Grade: 26

JOB TITLE: Engineering Assistant
REPORTS TO: Sr. Vice President Engineering, Planning & Facilities
DEPARTMENT: Engineering, Planning & Facilities
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under general supervision, provides assistance with the coordination of engineering projects to include observing daily construction activities, reviewing contractor's pay applications and change orders, escorting contractors and consultants within airport secured areas, assuring construction standards are followed, assuring environmental regulation compliance from Airport tenants, conducting monthly inspections of Airport storm water facilities, and general assistance with project management of airport design and construction projects.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Acts as resident inspector for FAA, FDOT, and other Airport construction projects. Conducts daily progress inspections of construction sites to ensure safety requirements are maintained, materials meet codes and are installed in accordance with specifications.

Escorts contractors within the secured areas of the Airport. Coordinates with Airport Operations and the Air Traffic Control Tower staff. Reviews quantities and pay application with contractor prior to submission to Airport's Project Manager.

Familiar with construction material testing on lime rock, shell, concrete, and asphalt used by contractors in construction of airfield improvement projects to ensure proper thickness and mixture of materials.

Records on and maintains maps indicating utilities' locations, property lines, easements, rights of way, and/or provides appropriate information to Sign & CADD Design Technician for revision/update of current maps.

Reviews change orders to construction projects and makes recommendations for approval/disapproval to the Project Manager, as necessary.

Maintains daily log of on-going construction projects to include scope of work performed and problem areas.

Attends pre-bid, pre-construction, and weekly construction meetings. Reviews and checks plans, and

specifications developed by consultants. Provides input as to progress and/or problems to contractor, Maintenance Supervisor (Trades), and Project Manager.

Audits contractor expenditures for materials and supply requests for consistency with specification parameters. Reviews contractor's payroll for accuracy to ensure employees are receiving proper payments. Verifies utility usage for billing purposes.

Conducts Davis Bacon Interviews with contractors on Federally funded projects.

Other Job Responsibilities:

Assists Sign and CADD Design Technician with AutoCAD activities and acts as his/her back-up.

Prepares files, maps, charts, and sketches for storage.

Assist Project Manager in managing Airport related projects.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Drafting Equipment, Survey Equipment, Calculator, Radio, AutoCAD, Temperature Gauge, Cone Tester, Manuals, Engineering Drawing Tools.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

Associate Degree in Civil Engineering, Drafting, or related field or equivalent experience on a one-to-one year basis. Plus, three year's construction inspection experience in a government or private industry.

Familiar with Construction on an Airport, **preferred.**

Licenses and Certifications:

Valid Florida Driver's license with good driving record

Knowledge, Skills, and Abilities:

Knowledge of the principles, practices, and methods of construction.

Knowledge of engineering design and layout activities.

Knowledge of inspection techniques and practices.

Knowledge of mathematical computations used in construction.

Knowledge of airport facilities and operations procedures, **preferred.**

Knowledge of federal, state and local laws, FAA regulations and airport policies relating to airport design and construction practices, **preferred.**

Knowledge of concrete, asphalt, and other construction materials.

Ability to coordinate construction projects with city, county, and state agencies.

Ability to read and interpret blueprints.

Ability to coordinate work of contractors and consultants.

Ability to communicate clearly and effectively, both oral and written.

Ability to write reports and provide documented recommendations.

Ability to utilize sophisticated computer systems for engineering application, **preferred**.

Physical Requirements:

The Engineering Assistant must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As an Engineering Assistant, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the Vice President, Engineering and Environmental Affairs.

Environmental Requirements:

The Engineering Assistant performs administrative activities in an office. Field inspections are conducted on site. Day and night shift work schedules required.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Engineering Assistant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Engineering Assistant and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

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Physical/Mental Requirements

Job Title: Engineering Assistant

Job Code: 4010

Date: 12/18

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting		X		
Walking		X		
Lifting			X	
1-10 lbs.			X	
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching		X		
Climbing			X	
Driving		X		
Written Communication			X	
Oral Communication		X		
Reading		X		
Hand Dexterity		X		
Reasoning		X		
Decision Making			X	
Analyzing		X		
Sensory		X		
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make Comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS

Full Time Employees

Employer Paid Benefits:		Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period	
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period	
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period	
Travel Insurance	Immediate	
Employee Assistance Program	Immediate	
Short-Term Disability (100% paid by SMAA)	1 year	
Sick-Time	90 days	
Vacation Leave	6 months	
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months	
Reimbursement for Continuing Education	6 months	
Floating Holidays	6 months	
National Holidays	Immediate	
Special Discount Programs (Varies)	Immediate	
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate	
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days	
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period	