

# 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:** 06-01-2025

**Replaces (Effective Date):** 03-01-2024

## **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.
- Six years of experience in highway or transportation engineering.

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.
- A postsecondary degree is the best measure to ensure candidates possess required engineering knowledge, including in applied physics and mathematics, drafting, engineering processes and procedures, project management, industry ethical standards, and analyzing and modeling data.

## **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 equal opportunity policies.
10. Performs other responsibilities as required or assigned.