



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:**                   **AIRPORT CONSTRUCTION PROJECT MANAGER**  
(Provisional\* Appointment)

**SALARY:**               \$80,786 - \$111,827 annually

**LOCATION:**             Monroe County Department of Aviation

### **JOB SUMMARY:**

This is a senior-level project management position, located at the Monroe County Department of Aviation, Greater Rochester International Airport, responsible for Airport building renovations and new construction. The employee prepares estimates based upon visual inspection and discussion of projects with other personnel and interpretation of preliminary drawings, detail drawings and specifications. The employee reports directly to, and works under the general supervision of, the Director of Aviation. The employee is required to be on call and available twenty-four hours a day. General supervision is exercised over airport technical staff and contractors. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Construction Technology, plus four (4) years of paid full-time or its part-time equivalent experience in construction *project management\** and renovation of *large-scale\*\*\** public facilities four (4) years of which must have been in a supervisory capacity\*\*\*\*; OR,
- (B) Eight (8) years of full-time paid or its part-time equivalent experience as described in (A) above, four (4) years of which must have been in a supervisory capacity\*\*\*\*; OR,
- (C) An equivalent combination of education and experience, as defined by the limits of (A) and (B) above.

\*\*For the purpose of these minimum qualifications, **Project Management** involves all of the following activities:

- Preparation and/or review of project scope, proposals, design, estimates, specifications
- Project scheduling and tracking
- Oversight/management of the construction phase of a project for conformance to design standards
- Preparation/review of weekly progress reports and progress payments

\*\*\*For the purpose of these minimum qualifications, **large scale** is defined as a 50,000 square foot facility or larger, or projects ranging from \$5M and higher.

### **ADDITIONAL INFORMATION:**

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment Requirements of Title 49 Code of Federal Regulations (CFR) Part 1542, prior to appointment.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF AVIATION  
FREDERICK DOUGLASS-GREATER ROCHESTER INT'L AIRPORT  
1200 BROOKS AVE.  
ROCHESTER, NY 14624

**Posting Date:** December 13, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.