



**JOB OPPORTUNITY  
CONSTRUCTION PROJECT MANAGER  
UNCLASSIFIED**

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**Open To:** The Public  
**Location:** Bradley International Airport - Windsor Locks, CT  
**Job Posting No:** CAA1310  
**Hours:** Monday to Friday - 8:30 a.m. to 5:00 p.m.  
**Salary:** Negotiable  
**Closing Date:** December 20, 2013

**Eligibility Requirement:** N/A

**Summary of Position:**

As a member of the Connecticut Airport Authority (CAA) management team, this position is responsible for managing, directing/overseeing and coordinating compliance with applicable CT State Building Codes, all phases of assigned capital design and construction projects, tenant construction projects and performing related duties as required. The work performed includes managing assigned staff, professional architects, engineers and general contractors. Work is performed under the general supervision of the Chief of Engineering Services or another higher level manager. This position requires ability to act in an independent manner with minimal supervision.

**Knowledge, Skills and Abilities**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required including, but are not limited to the following:

- Oversees assigned projects including the project budget, quality and schedule.
- Directs work of both external and internal resources, architects, consultants, engineers, contractors and inspection personnel for assigned projects.
- Reviews construction plans, drawings, specifications and change orders for completeness, accuracy and consistency with contract documents, codes, agency or statutory requirements.
- Maintains accurate records and progress reports on assigned projects.
- Directs/oversees assigned projects from inception through design and construction up to and including furnishing and occupancy.
- Directs and conducts project planning conferences to determine scope of projects and services required.
- Establishes resource requirements, recommends agency policy involving capital budget, staffing, policy and procedures. Monitors project budgets, ensuring costs remain within budget.
- Provides input on required contract documents, including preparation of project description for advertising.
- Responsible for monitoring of contract review, recommends bonding needs and review of proposals.
- Oversees contract execution, negotiates fees, terms and conditions.
- Ensures timely use of all resources, conducts meetings, coordinates with State, Local and federal agencies regarding changes in program content, schedule and costs.
- Responsible for preparing reports, ensures compliance with codes, permits, etc., ensures timely resolution to construction problems.
- Monitors shop drawing processing, recommends/approves proceed orders and change orders.
- Coordinates with agencies for timely occupancy, arranges and conducts post-occupancy evaluations.
- Coordinates with the Office of the State Building Inspector, issue all required building permits and Notices of Intent to Construct; performs building code inspections pursuant to

Connecticut State Building Code; issues Certificate of Compliance and/or Certificate of Occupancy as appropriate, conducts and/or coordinate necessary Connecticut State Fire Code Inspections with local authorities having jurisdiction and/or the Office of the State Fire Marshall.

- Performs special projects and other related duties as assigned.

**General Experience:**

Eight (8) years of experience in the design and construction of commercial, industrial or institutional structures involving any combination of the following: architectural or engineering design or review; construction supervision, project estimation or project management, at least one (1) year of the General Experience must have been in a managerial/supervisory capacity including performing the most complex duties in the area of engineering or coordinating all phases of design or construction for state and/or commercial buildings, including the architectural, engineering, cost review, equipment and physical operations.

**NOTE:** College training in architecture, engineering or construction management may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in architecture, engineering or construction management may be substituted for one (1) additional year of the General Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents must possess and maintain a license as a Building Official pursuant with the requirements of CGS Section 29-261.
2. Incumbents in this position may be required to possess a Professional Architect or Engineer License, Associate Constructor or Professional Constructor certification (AC- American Institute of Constructors) or certificate as an Engineer in Training (EIT-National Council of Examiners for Engineering and Surveying).

**Character Requirement:** An individual serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, being fingerprinted, and maintain required security clearance during the duration of employment.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

**Ron Frost**  
**The Connecticut Airport Authority**  
[rfrost@ctairports.org](mailto:rfrost@ctairports.org)

**THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**