



Classification Title	Vice President of Facility Asset Management
FLSA Status	Exempt

GENERAL SUMMARY

Under the direction of the Chief Development Officer, the Vice President of Facility Asset Management plans, organizes, and leads the maintenance, renewal, and replacement of “civil” infrastructure assets (airfield and landside pavement, bridges, underground utilities, and other civil-related infrastructure systems) throughout the RDU Campus. The Vice President will utilize capital and operating budgets to create new and/or renovate existing airfield and landside systems on campus. Oversees all civil projects in design and construction. May serve as designated senior leadership representative for facility asset management projects. Routinely supervises and leads a team of Authority employees as well as outside consultants and augmented staff to accomplish the work of the Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides strategic and technical direction, management, and oversight of consultant services in support of conceptual, preliminary, and final design engineering efforts.
- Develops strategic direction for capital improvement plans.
- Evaluates and implements new technology and systems that enhance airport operations.
- Coordinates and manages complex airport development programs.
- Responsible for adherence to Authority policies.
- Serves as senior designated project representative for active design and construction projects.
- Reviews technical content and requirements in construction plans and specifications
- Prepares and maintains budgets and estimates for development projects and programs.
- Assists counsel in preparing complex legal agreements and resolving matters of dispute.
- Researches, negotiates, and facilitates resolution of disputed matters.
- Performs and/or supervises the performance of detailed technical and engineering analysis.
- Coordinates general and project-specific public utility matters.
- Ensure adherence to Authority Policy and Procedures and all Project Controls Instructions. Makes recommendations for modifications as appropriate.
- Fully informs executive-level staff of all department initiatives, industry initiatives, and activities that affect organizational policy.
- Leads a team of professional staff and inspires the team to achieve department and organizational goals, adopt new positions or opinions, and promote shared organizational mission, vision, and values. Addresses issues in an open, constructive, professional manner, and persuades others to approach issues in the same manner.
- Participation as a member of a response team to support other divisions during emergencies or irregular operations.
- Performs additional related work as required.

QUALIFICATIONS

Education:

Required:

- Bachelor's degree in civil engineering, construction, or related field.

Preferred:

- Master's degree in civil engineering, construction, or related field.

Experience:

Required:

- 10 years of project management and design oversight work experience at a commercial service airport or comparable industry experience of similar scale and scope.

Preferred:

- Project Management and design oversight experience at a medium-hub or larger commercial service airport.

Licenses or Certifications:

Required:

- Valid NC Driver's License

Preferred:

- Professional Licensing (Civil Engineer)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practice of public sector management and administration of airport policies and procedures
- Principles and practices of employee supervision
- Project planning and budgeting
- The principles, methods, and practices used in facility planning and design, program management, and construction management at commercial airports.
- Federal, state, and local statutes and regulations governing design, bidding, and construction at commercial air carrier airports.
- Principles and practices of public sector management and administration of airport policies and procedures
- Federal and state environmental laws, rules, regulations, and permitting requirements.
- Sustainability concepts as they apply to airports.
- Project management best practices
- Industry standard building specifications and codes
- English grammar, spelling, punctuation

Skilled in:

- Ability to read, write, understand, and speak English fluently.
- Strong written and verbal communication skills

- Ability to work effectively in a teamwork environment.
- Ability to handle difficult situations with tact and diplomacy.
- Analytical and logical problem-solving skills
- Formulate sound conclusions.
- Strong organizational skills, time management, and strategic development skills
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Research current and future trends to recommend and establish future infrastructure programs that are consistent with the organization's strategic direction.
- Create and meet schedules and deadlines for the work.
- Understand and carry out oral and written directions.
- Accurately organize and maintain paper documents and electronic files.
- Maintain the confidentiality of information and professional boundaries.
- Ability to negotiate project-related matters with employees and managers.
- Ability to plan, organize, and direct the work of consultants.
- Ability to analyze and interpret technical data, reports, specifications, and engineering and architectural plans for facilities at a commercial air carrier airport.
- Ability to establish and maintain effective working relationships with the public, governmental/airport officials, employees, tenants, attorneys, and consultants.
- Ability to prepare, evaluate, and maintain complex operating and capital program budgets.

WORKING ENVIRONMENT / CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed indoors in environmentally controlled conditions. May regularly be exposed to loud sounds and distracting noise levels, such as from office equipment or overhead aircraft.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or a negligible amount of force frequently, and/or constantly to move objects. Positions in this class typically require typing, talking, hearing, seeing, grasping, standing, sitting, walking, and repetitive motions.

Date Created & Author	
Revision Date & Author	November 2023 – K. Nicholas, B. Sandifer
	June 2025 – K. Nicholas, B. Sandifer