

## JOB IDENTIFICATION

**Job Title:** Project Manager

**Department:** Projects & Engineering

**Title of Immediate Manager :** CEO

## RESPONSIBILITIES AND DUTIES

### Project Management:

- To manage development projects of the airport.
- To ensure CAAP 59 and all relevant regulations are met prior to commencement of the project
- To liaise with GCAA with regards to the CAAP 59 projects.
- To establish project plan, key dependencies, specifications, project design and technical details in accordance with local GCAA and ICAO international engineering discipline.
- To ensure project is being carried out as per the requirements set forth in the agreement and is completed in a timely fashion.
- To ensure a complete audit trail of the project.
- To prepare contingency plans for each project.
- To prepare and/or test project completion and project hand over certificates.
- Steering the successful rollout of project operations with accountability of defining scope, setting timelines, analyzing requirements, prioritizing tasks and identifying dependencies as per pre-set budgets.
- Tracking project activities with the key emphasis on quality, drawings, specifications, standards & codes; reviewing schedule & handling budget for cash flow requirements.
- Participating in project review meetings to evaluate the project progress.
- Preparing the project evaluation framework to assess the strengths & identify the areas of improvement; ensuring that all activities are operated as per policies of organization.

### Maintenance :

- Responsible for maintaining airport's infrastructure and facilities including runway, taxiway, apron, airfield markings and vegetation removal.
- Ensure basic understanding of aerodrome bird and wildlife hazard management programme.
- Ensure understanding of requirement for corrective and preventive maintenance programme.
- Ensure understanding of regulatory requirements specific to electrical systems.
- Ensure understanding of regulatory requirements specific to aeronautical ground lighting and other visual aids such as markings.
- Ensure understanding of regulatory requirements specific to aerodrome pavements.
- Ensure that aerodrome certificating requirements are met, and that the aerodrome facilities are accurately reported Aerodrome manual/AIP and in accordance with regulatory requirement.
- Ensure understanding of role as related to aerodrome reporting systems to include hazard identification, defect identification and reporting of safety critical information to the aerodrome Air Traffic Service Unit
- To liaise with operations team for maintenance works.
- Ensure understanding of competency standards and evaluation programme for maintenance staff maintaining safety critical assets or working in safety critical areas (including both technical and operational (RT/Driving) competencies as necessary).
- Responsible for airport's pavement management system and have extensive knowledge of CAR PART IX 4.16. AERODROME OPERATION AND MAINTENANCE PROGRAMME.
- To liaise with ATC for runway, taxiway and apron works.
- To ensure runway, taxiways and apron meet the requirements of safe operations
- To Liaise with RAK municipality for waste management and other related projects and activities.
- To ensure all departmental SOPs and work instructions are reviewed and current.
- To ensure the work carried out meets associated regulations.
- Responsible for in-house training for the maintenance staff.

- Ensure that maintenance policies, procedures and training fulfil the aims of the aerodrome and meet regulatory requirements.

**Construction / Site Management:**

- Developing method statements, work specific quality control plans, master schedules and weekly / monthly progress reports including earned value, milestones, BOQ, techno-commercial bids, cash flow & budgets.
- Inspecting field sites to observe and evaluating site conditions / feasibility for construction & availability of resources or facilities to collect field data & measurements.
- Analyzing operational practices, identifying the areas of obstruction / failure and working on changes for improvement.

**Audits & Inspection:**

- Conducting various internal & external audits / inspections to ensure that quality of incoming products are in compliance with pre-set technical specifications; ensuring that tests & inspections are carried out accordingly
- Maintaining & controlling quality standards to check all site activities; examining the methodology for specific operations and managing records & QMS documents as per QA / QC norms.

**Facilities Management :**

- Perform inspection of airport facilities and grounds to ensure the airport property is being properly maintained and provide a safe environment for users.
- Supervise maintenance staff which includes establishing daily work schedule, prioritizing and assigning work to staff
- Ensure that maintenance staffs are on working site and the assigned task meets the standards and complete works on timely manner.
- Coordinate with cleaning supervisor, pest control and garden maintenance to ensure that all assigned activities are performed accordingly.
- Maintain inventories of maintenance equipment, tools and materials for projects and maintenance.
- Arrange quantity of materials and follow materials request.
- Ensures all staffs are following safe working practices and standard operating procedures.

**Other Skills and Requirements :**

- To prepare AutoCAD drawings of the existing infrastructure and for new projects.
- To maintain as-built plan for architectural, structural, mechanical, plumbing and IT network.
- To manage department's budget and purchases.
- To ensure continuous revision of SOPs, work instructions, staff certification and currency checks.
- To manage the provision of in-house training, orientation and certification programs for the staff members.
- Time management and priority between tasks.
- Execute and follow up on senior engineering manager's delegations.

**Education and Experience :**

- Graduate / Postgraduate in Civil Engineering
- Preferred UAE / Middle East working experience
- 8+ Years of Experience in a Managerial position
- Should be experienced in Construction field (with reputed large organization / large projects handled such as construction of Malls etc.)