

ACOUSTICAL PROGRAM COORDINATOR

DEFINITION

Under direction, plans, coordinates, and supervises implementation of the Airports FAR Part 150 Noise Compatibility Program (NCP) in the Airport Projects Section.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Projects Manager or designee. Exercises direct supervision by planning, assigning, and directing the work of professional and clerical staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Acoustical Program Coordinator is a single class position in the Airports Department. The incumbent works independently, exercises considerable latitude and judgment in marketing and public relations, processes applications, directs the inspection staff, and coordinates field operations in the planning, implementing/enforcing and monitoring of the airport noise compatibility program. Duties also include oversight of airport projects as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Develops, plans, implements, analyzes, and monitors the NCP.

Coordinates selection of consultants for projects, develops consultant agreements, negotiates level of effort and fees, and documents selection process all in compliance with City Administrative Order Manual and FAA advisory circular requirements.

Plans, coordinates, supervises, and evaluates the activities of consultants, inspection staff and clerical staff.

Processes and oversees processing of homeowner aviation easements.

Works with construction management, environmental, acoustical, and architectural consultants in performing property surveys, developing specifications and plans, and reviewing project designs.

Works with the Public Works, General Services, and Development Departments to review plans, develop specifications, bid and award construction contracts, inspect work for contract compliance, process contract documentation, and oversee contract payment procedures.

Acts on behalf of the department in dispute resolution with property owners, consultants and contractors.

Represents the department at home owner meetings to provide information about the sound mitigation program.

Prepares daily, weekly, and monthly reports as related to assignments.

Develops and/or reviews consultant and construction estimates, checks field changes as-built drawings, and verifies consultant and contractor payment request documentation.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

And familiarity with the rules and regulations of FAR Part 150 Noise Compatibility Program and Federal Aviation Administration regarding the implementation of noise program compliance.

FAR Series 150 Advisory Circulars as they apply to airports and noise compatibility programs.

Airport operations, navigation aides, and flight procedures.

Municipal codes related to residential structures, public works construction management processes related to City code requirements, and pertinent state and local laws.

Researching property title, vesting, deeds of easement, and legal descriptions.

Labor Standards compliance requirements.

The principles and practices of effective employee supervision, including selection, training, and work evaluation.

Skills to:

Operate modern office equipment including computer equipment.

Safely operate a motor vehicle.

Ability to:

Work with citizens, consultants and those contacted in the course of work in stressful situations and to resolve issues in an assertive collaborative manner.

Work under strict deadlines and focus on multiple priorities, as well as, plan, coordinate, and schedule the work of others.

Interpret and apply government codes and regulations, and exercise sound judgment within general policy guidelines and operating parameters.

Analyze a variety of administrative and public relations problems and make sound policy and procedural decisions.

Interpret construction plans and specifications; determine whether installations are in conformance with plans and applicable codes; enforce the provisions of specifications with firmness and impartially; and detect substandard design, materials, and workmanship in construction projects.

Prepare clear, concise, and comprehensive reports, correspondence, and other written materials using a variety of computer business software applications.

Make clear and persuasive oral arguments and public presentations.

MINIMUM QUALIFICATIONS

Experience:

Three years of noise program administration, construction management or inspection experience, which included or is supplemented by one year of lead or supervisory experience.

Education:

Sixty (60) semester units from an accredited college or university with twelve (12) units in business administration, public administration, architecture, or other field related. Additional qualifying experience may be substituted for the required education on a year-for-year basis of one year of experience equals 30 units.

Special Requirements:

Possession of a valid California Driver's License is required at time of appointment.

Be or become a California Notary Public within 90 days from date of hire.

APPROVED: *(Signature on File)* _____
Director

DATE: 02/18/2020