

Position:

Director of Program Development and Grants

Department: Program Development & Grants

Reports to:

Sr. VP Finance & CFO

Mission

Support Metro's capital needs by obtaining and administering grant funding in accordance with all applicable laws, regulations and guidelines. Identify, develop, and manage capital programs for the Agency. Acquire and coordinate any and all internal/external resources (grants, funding, personnel) needed to implement capital projects. Ensure completion of projects within allotted time and resources. Establish and maintain effective working relationships with funding sources, public officials, and Agency managers and staff.

Essential Outcomes

- Develop Agency's three-year capital budget and update annually.
- Identify, prioritize and monitor capital projects.
- Ensure all approved Agency projects are identified in the required regional planning documents.
- Identify and project annual levels of funding from federal, state, local and agency sources.
- Secure federal, state or local funding for projects by preparing and filing all required applications and supporting documents within the specified timeframes.
- Negotiate with funding sources for favorable interpretations of rules, regulations and laws in support of agency capital improvement program.
- Manage the coordination, development and maintenance of the agency's state of good repair and asset management program including development and regular update of asset management plan.
- Prepare and present reports as requested to executive level management.
- Prepare for and participate in Agency Board meetings as requested.
- Communicate orally and in writing with Agency personnel and management to obtain technical information or disseminate grant information.
- Develop and maintain strong working relationship with key funding source representatives.
- Identify opportunities, develop and administer third-party contracts for local agencies and service providers.
- Develop and maintain third-party grant administration relationships and provide technical assistance in all grant related rules, regulations and laws.
- Serve as agency liaison for all communication with federal, state and local funding sources.
- Develop and implement Agency-wide training on grants procedures and guidelines.
- Address issues and problems affecting funding to support agency's capital improvement program.
- Coordinate agency departments to respond to grant related audits and reviews.
- Coordinate the grant funding and grant administration processes with the capital budgeting and procurement processes.
- Provide effective direction and supervision to department staff.
- Ensure grants are completed and closed in a timely manner.
- Represent Agency at public forums and meetings.
- Communicate and ensure agency compliance with all applicable federal, state and local grant related policies, rules, regulations and laws and stay abreast of legal, regulatory and policy developments affecting agency.
- Manage Agency's natural gas program for facilities.

Knowledge, Skills, & Abilities

Core Competencies:

- Builds Networks
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Manages Complexity
- Decision Quality
- Plans and Aligns
- Interpersonal Savvy
- Organizational Savvy
- Balances Stakeholders

Comprehensive knowledge and understanding of Agency's capital program development process. Comprehensive knowledge and understanding of all laws, regulations and guidelines affecting grant programs, particularly the transit programs. Considerable knowledge of and familiarity with key funding source personnel. Considerable knowledge of Agency and funding sources' procurement policies and procedures. Considerable knowledge of federal regional planning regulations and their impact on Agency projects. Considerable knowledge and understanding of federal and state appropriations processes. Considerable knowledge and understanding of federal apportionment methodology. Knowledge and understanding of public/governmental financial reporting principles and systems. Familiarity with architectural/engineering and construction processes. Ability to prepare creative justification and rationale to support funding requests. Ability to communicate effectively, both verbally and in writing, with funding

source staff and federal, state and local public officials. Ability to provide sound direction and leadership to staff. Ability to utilize Agency information technology to obtain desired results. Ability to manage an Agency-wide program of projects.

Education		Experience	
Degree:	B.A./B.S. required. M.A./M.S. preferred.	Years:	Ten (10) years minimum required.
Field:	Public administration, planning or related field.	Field:	Government and/or public transit or related public sector work.

For more information or to apply online please visit bistatedev.org/careers

Position: **Supervisor, Airport Operations and Maintenance (ARFF Certified)**

Department: St. Louis Downtown Airport

Reports to: Manager, Airport Operations and Maintenance – ARFF Certified

Mission

Ensures safety, security and regulatory compliance of a FAR Part 139 Class IV Commercial Service and Large General Aviation Reliever Airport. Under the leadership and mentoring of the Manager, Airport Operations and Maintenance (ARFF Certified) supervise all airport maintenance activities and personnel; maintains certification and proficiency as an aircraft rescue firefighter; trains and directs airport firefighters in airport maintenance duties; coordinates maintenance and firefighter work schedules; advises and assists the airport director in areas of air operations and safety; and serves as key first-responder during airport emergencies and natural disasters. Ensures the airport remains open by directing emergency clean-up after severe weather and other emergencies.

Essential Outcomes

- Provide direct supervision of contractors on Airport property.
- Assist with development of annual maintenance budgets.
- Provide direct supervision for pesticide and herbicide application.
- Troubleshoot and repair field lighting circuits.
- Maintain hangar doors (manual and electrical).
- Meet with Airport patrons and respond to complaints.
- Assign work and train employees in methods and procedures of safe operation in airport environment.
- Ensure compliance with airport rules and regulations, enforce legal and regulatory requirements impartially.
- Conduct routine and special airport facility inspections.
- Assess the effects of facility conditions on continued safe air operations.
- Coordinate with air traffic control personnel and recommend air operations procedures appropriate to the existing conditions.
- Translate conditions into appropriate aeronautical terms, author, publish, and distribute Notice to Airmen (NOTAMS)
- Structural repairs (to include welding) to metal buildings.
- Sheet metal forming for repairs to metal buildings.
- Troubleshoot and repair minor electrical circuit problems.
- Provide supervision for troubleshooting HVAC systems.
- Under the direction of the Fire Chief and/or as a member of the Aircraft Rescue Firefighting team responds to control and extinguish fires, rescue occupants, and assist in eliminating any emergency situations.
- Drives firefighting apparatus in compliance with the laws of the State of Illinois and Fire Department operating procedures.
- Able to tolerate considerable exposure to stressful situations as a result of human behavior while responding to emergency and non-emergency situations.
- Conduct fire safety inspection and education programs for airport staff, tenants, and customers.
- Conduct aircraft fuel storage and dispensing systems inspections.
- Completes daily job assignments to maintain fire station, grounds, and equipment in a clean and serviceable condition.
- Conduct routine and special airport facility inspections.

Knowledge, Skills, & Abilities

An advanced understanding of airport operations and a varied background in maintenance of equipment (rolling stock), buildings (carpentry, plumbing & electrical) roads, runways and grounds (concrete, asphalt and plant life). Familiarization and aptitude for a broad array of management areas including personnel administration, budget development, customer service, public relations, oral and written communication, facility management, security, grounds and building maintenance, and crisis response management.

Must be self-motivated, enthusiastic, flexible, and adaptable. Pilot experience highly desirable. Must be a Certified Firefighter II (Basis for Firefighter skills required to become an ARFF Firefighter). Minimum of Medical First Responder or EMT-B certification (Required by FAA Part 139). Must have certification as an FAA Basic Airport Firefighter (Required by FAA Part 139). Such certification must be maintained in good standing at all times. Must be familiar with airport operations, and have knowledge of Aircraft Rescue Firefighting apparatus operation (Required by FAA Part 139). Must satisfy the medical condition requirements of National Fire Protection Association (NFPA) Standard 1582 (Referenced by FAA).

Education		Experience	
Degree:	High School Diploma or G.E.D. required	Years:	3 years Airport Maintenance
Field:		Field:	

Physical Requirements				
Physical Activity	Lbs.	Occasionally (1-2.5 hrs)	Frequently (2.5-5.5 hrs)	Continuously (5.5-8 hrs)
Standing				X
Sitting		X		
Walking				X
Driving			X	
Climbing			X	
Balance			X	
Kneel			X	
Bend/Stoop			X	
Crawl			X	
Push/Pull			X	
Squat			X	
Reach Above Shoulder Level			X	
Lift	50		X	
Carry	35		X	
Look at a computer screen		X		
Talk on the phone		X		