



Job Description

Job Title:	Aviation Project Manager
Department:	Aviation

POSITION SUMMARY

Butler, Fairman and Seufert, Inc. (BF&S) is seeking an Aviation Project Manager to service our growing aviation client base. The location for this position is in Indianapolis, IN; with the possibility of Cincinnati, OH, Columbus, OH, Hebron, KY, Louisville, KY, Lexington, KY or Nashville, TN for the qualified candidate. This position will work with the BF&S Aviation team to deliver engineering projects. Airfield Project Management will be a major focus of the position, but responsibilities will also include aviation business development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Negotiates project scope, schedule and budget with clients for engineering agreements
- Coordinates, manages, and mentors supporting planners and engineers
- Coordinates with support departments for project completion
- Provides feedback to senior project managers, other engineers, and Department Manager, as appropriate, with respect to overall project schedule, profitability and suggestions for improving department operations
- Should demonstrate their ability to address multiple simultaneous assignments, manage their own schedule, and have strong client development skills.
- Demonstrates ability to be personable and customer-focused with clients and agencies.
- Exhibits company values of honesty, professionalism, consideration, dedication, and accountability at all times.

EDUCATION and/or EXPERIENCE

- Bachelor's of Science in Engineering from an accredited ABET University
- Candidate must have an Indiana, Kentucky, Ohio or Tennessee PE.
- Working knowledge of AutoCad, Civil 3D, Microsoft Office and other design software as required
- Strong verbal communications skills and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public are necessary

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work independently with minimal supervision while collaborating in a team environment
- Prioritize work and meet scheduled deadlines
- Strong verbal and written communication skills
- Work non-traditional hours with a flexible schedule
- Regional travel
- Perform onsite assignments outdoors that may require physical exertion

Founded In 1961, Robert Butler, Ned Fairman and Clifford Seufert achieved their vision of organizing an engineering firm with the highest level of integrity and excellence. Butler, Fairman & Seufert (BF&S) is headquartered in Indianapolis, Indiana with 160 employees in the Midwest providing survey, design and construction services for aviation, bridge, road, water resources, environmental, site development, right-of way, GIS, trails, parks and greenways. BF&S was honored with the AAE 2018 National Corporate Cup of Excellence Award for significant contributions and improvements to AAE and the airport industry. BF&S has been awarded the Indiana "Best Places to Work" designation for multiple years most recently 2018. We are recognized in the industry for our commitment to client service and excellence in delivering "Civil Engineering Solutions for Better Communities".

Butler, Fairman, Seufert provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Butler, Fairman, Seufert complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer.