

**Position Specification:** Deputy Chief of Design  
**Organization:** The Port Authority of New York & New Jersey  
**Location:** World Trade Center  
**Reporting Relationship:** Chief of Design, Engineering

### **Mission Statement**

Meet the critical transportation infrastructure needs of the bi-state region's people, businesses, and visitors by providing the highest quality and most efficient transportation and port commerce facilities and services to move people and goods within the region, provide access to the nation and the world, and promote the region's economic development.

### **Background**

Founded in 1921, the Port Authority of New York and New Jersey builds, operates, and maintains many of the most important transportation and trade infrastructure assets in the country. The agency's network of aviation facilities, which consist of John F. Kennedy (JFK), Newark Liberty International (EWR), LaGuardia (LGA), Stewart International (SWF) and Teterboro (TEB) airports, ground, rail, and seaport facilities is among the busiest in the country, supports more than 550,000 regional jobs, and generates more than \$23 billion in annual wages and \$80 billion in annual economic activity. The Port Authority also owns and manages the 16-acre World Trade Center site, which is now the tallest skyscraper in the Western Hemisphere.

The Port Authority of New York and New Jersey is seeking a seasoned engineer to serve as its Deputy Chief of Design, a key member of the Engineering-Architecture Design Division in the Port Authority's Engineering Department.

The Engineering-Architecture Design Division, a large (over 200 person) team of diverse professional and technical design staff, provides high quality and cost-effective engineering and architectural design services in a timely manner and in conformance with applicable codes, regulations and Port Authority technical standards to deliver the Capital and Operating Programs to our client departments (Aviation, Ports Commerce, Port Authority-Trans Hudson (PATH), Tunnels, Bridges & Terminals (TB&T), and World Trade Center (WTC) departments). This includes preparation for engineering studies and planning efforts; preliminary and final designs; final contract drawings; and post award construction review. For each final design, the Chief of Design, or the Deputy Chief of Design when delegated the authority to sign for the Chief of Design, provides the first signature on the final contract document drawing cover sheet, after holding a meeting to discuss quality assurance items are complete and filed.

In addition to a Division Management & Administration team, groups within the division include: Architectural, Civil, Contracts, Electrical, Environmental, Geotechnical, Mechanical, Resiliency & Sustainable Design, Structural and Traffic. Each group is led by a functional discipline chief that serves as the subject matter expert, providing guidance and advisory services in their expertise, to Department leadership and senior Port Authority executives.

### **Responsibilities**

Reporting to the Chief of Design, the successful candidate assists the Chief of Design in the oversight of the division's employees, and assists with budget preparation, budget control, staff recruitment, training, professional development, promotions, salary administration, succession planning, performance management, and updating division's

procedural manuals and business continuity plans; assists with directing and managing of design professional services for Port Authority capital and operating projects, contributing to problem solving to achieve improved results in projects, ensuring technical coordination occurs between the engineering and architectural disciplines, and that quality assurance documentation is completed on all projects; actively engages in internal and external professional development opportunities and industry organizations; and fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.

The successful candidate will assist with the reorganization of Contracts, the group led by the Chief Contract Engineer. A reorganization is planned to accommodate an increasing workload of contract book preparation related to the capital and operating programs and to support continuance of standardization and knowledge sharing on best practices, technical research and content for specifications.

The Deputy Chief of Design assists the Chief of Design who oversees the consultant program for design services. The program involves public workshops, professional and technical questionnaire criteria, Request for Proposal selection and evaluation processes, the awarding of call-in task orders under the Chief Engineer's authority, quality control and quality assurance standards, consultant performance evaluations, and meeting M/WBE program goals.

The Deputy Chief of Design directly supervises the Chief Contracts Engineer, Chief of Resiliency and Sustainable Design, Manager for the Division's Professional Service and Project Administration Group, and a Manager of Design team.

### **Qualifications**

Candidates must present the following qualifications to be considered eligible for this position:

- Bachelors Degree in Engineering or Architecture from an accredited college or university
- Licensed to practice Engineering or Architecture in New York and New Jersey
- A minimum of 15 years' experience in progressively more responsible positions in the design of transportation facilities with at least 5 years as an engineering discipline or architecture department or a section leader. Types of transportation facilities shall include several of the following: airports (terminals, roadway frontage, airfields); parking facilities; rail transit; light rail transit; bus terminals; ferry terminals; vehicular and rail tunnels and bridges; toll plazas; open public spaces; and non-public facilities that support the public infrastructure
- Ability to successfully lead project teams and manage project schedule, budget and programs
- Experience as a supervisor overseeing the day-to-day performance of 4 or more direct reports
- Ability to maintain a positive environment, set goals, provide incentives, recognize achievements, provide discipline, and escalate issues warranting support of others
- Valid driver's license
- Internal applicants must meet performance and attendance standards and have completed all probationary periods. Applicant's attendance and job performance records will be reviewed in accordance with Port Authority policy

### **Desired**

Ideal candidates will present the following profile:

- Strong leadership abilities and skills as demonstrated by creating a productive, motivated, and responsive environment among assigned staff
- Embraces teamwork and has team building skills
- Business continuity conscious
- Action-oriented and comfortable working in a matrix organization
- Promotes behaviors aimed at long-term client satisfaction
- Track record of acting decisively and effectively under pressure, and resolving conflict situations constructively
- Strong conceptualization, problem solving and decision-making skills as evidenced from experience in planning, directing and managing both routine and large-scale transportation programs and projects
- Superior oral and written communication, and presentation skills including experience making technical presentations to large groups and executive level staff
- Working knowledge of applicable building codes and laws governing design in the Port Authority of New York and New Jersey region
- Experience in technical trouble shooting of emergency situations such as facility system failures, natural hazards (storms, floods, etc.), and disaster recovery