

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as Architect in the Design Department (Department) of the Office of Engineering (Office), Metropolitan Washington Airports Authority (Airports Authority). Works with the Principal Architect on Aviation Capital Construction Program (CCP) projects at Ronald Reagan Washington National Airport (DCA), but may also support capital projects at Washington Dulles International Airport (IAD). Functions include design project management, airline/tenant liaison in support of project management, and contract management. Analyzes projects to improve schedules, quality assurance and quality control, cost control, progress reporting, and safety. May also support projects under the Aviation Capital Operating and Maintenance Investment Program (COMIP). Performs related functions.

--Works with the Principal Architect in directing, overseeing, coordinating, and monitoring design project management activities of the management team employed by the Airports Authority's principal management consultant for the terminal expansion/redevelopment program, which consists of several major capital projects, and supporting other miscellaneous capital projects. Assists in monitoring new designs in progress and upon completion, makes recommendations for approval or disapproval of work to ensure work performed meets Airports Authority Design Manual and Building Codes Manual requirements, industry standards, and 'best practices.' Assists with coordinating the submission of design progress reports; reviews reports for adequacy and accuracy of services performed, design and construction schedules; and confers with designers (within and outside the Airports Authority) on contractor-submitted items to ensure the design intent is accomplished in construction. May review moderate to highly complex engineering designs and contract documents managed by others to ensure project interdependencies are coordinated so that construction activities may proceed expeditiously with the fullest achievement of Airports Authority objectives. May technically oversee the work activities of a number of consultants assigned to the Airports Authority's terminal program including establishing work schedules, assignments, and priorities; provides technical guidance and leadership; and evaluates or provides input on their work performance.

--As project manager on other capital projects, initiates and develops plans for specific design projects (including the technical and administrative steps, resources, schedules and costs, as applicable) covering the development, procurement, and design phases, and design support during construction. In the development phase, establishes or approves functional and aesthetic requirements, criteria, preliminary studies, work scopes, budgets and schedules. Establishes or maintains liaison with preservationists and other special interest groups, as necessary. In the procurement phase, ensures solicitation of highly effective consultants and contractors while adhering to Airports Authority public procurement procedures in coordination with procurement officials and staff. In the design phase, ensures an appropriate blend of cost, aesthetics, functionality, constructability, maintainability and sustainability. Reviews and advises on engineering designs. Provides, or ensures provision of, continuing design support during construction.

--Coordinates the design Architect/Engineering (A/E) firms' provision of construction phase services to ensure procedures and processes are correctly followed for submittals (such as shop

drawings, documents, material samples, etc.) and to facilitate project meetings and site visits, correspondence, and processing of Requests for Information.

--As Contracting Officer's Technical Representative (COTR) for specific design projects, provides technical advice to managing consultants or others to help evaluate design and construction bids; performs technical reviews; helps select architecture/engineering (A/E) firms for contract award – leads or participates in panels to select consultants and contractors for design and construction contracts; leads technical aspects of contract negotiations; and otherwise works with and supports the Airports Authority Contracting Officer (CO). As COTR in the design phase, manages the contract to ensure adequacy of the A/E's work, timeliness, accuracy of the construction cost estimates, and appropriate coordination between managing consultants and contractor(s) and with governmental bodies. Prepares technical aspects of contract change orders and reviews invoices and applications for payment, issues approvals for payment, resolves payment issues, and prepares contract modifications. Maintains liaison with procurement officials before and throughout construction and to control change orders, invoicing and project budgets.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), consultants, contractors, vendors and suppliers. Communication includes formal presentations to a diverse array of stakeholders.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulating data (databases and spreadsheets), prepare presentations and charts/graphics, manipulate data (spreadsheets and databases), and conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting and other functions, and (c) special system/software used in the Department for various functions, such as Primavera P6 scheduling software for progress reporting.

--Operates a vehicle to attend meetings, make on-site visits and inspections at various construction sites, and to attend to other business, landside and airside.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in Architecture, or an equivalent combination of education, experience and training that totals four years and supports professional licensing in the Commonwealth of Virginia as an Architect (see MQ 3).

2. Five years of progressively responsible experience that includes substantive work in the range of DUTIES in this job description such as, but not limited to, (a) performing design work which incorporates such factors as constructability, maintainability and sustainability with functionality, aesthetics and cost; (b) . preparing, or recommending, system and facility studies and designs that include design and architectural system performance characteristics (including controls, configuration, construction processes and maintainability), calculations, schematics, specifications and cost estimates; (c) (i) providing technical advice to help evaluate design and construction bids, perform technical reviews, and help select A/E firms for contract award (by leading, or participating in, panels to select consultants/contractors for design and construction contracts), (ii) leading technical aspects of contract negotiations, managing, or helping manage, the contract to ensure adequacy of the A/E's work, timeliness, accuracy of the construction cost estimates, and appropriate coordination, and (iii) preparing technical aspects of contract change orders, reviewing invoices and applications for payment, and otherwise working with and supporting the CO; and (d) coordinating the design A/E firm's provision of construction phase services to ensure procedures and processes are correctly followed for submittals (such as shop drawings, documents, material samples, etc.) and to facilitate project meetings and site visits, correspondence, and processing of Requests for Information.

One year of these five years must include working with airport design projects and provide evidence of (a) planning, organizing, monitoring and quality assuring/quality controlling design projects in support of fully integrated airport operations (passenger flow, baggage flow, aircraft flow, concessions, aesthetics, etc.).

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these five years of experience. One example is a Master's Degree in Architecture may be substituted for two years of experience.

3. Licensure as an Architect in the Commonwealth of Virginia or ability to obtain licensure within 180 days from the date of the Final Offer Letter. A qualified candidate who is selected, but lacks licensure by Virginia, must obtain licensure from the Virginia Department of Professional and Occupational Regulation within 180 days of the date of the Final Offer Letter.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Licensure as an Architect in the Commonwealth of Virginia.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement*

closure.

1. Comprehensive professional knowledge of architectural concepts, principles and practices, knowledge of building systems (such as mechanical and electrical systems) and knowledge of aesthetic and functional building considerations, altogether to serve as program manager, airline/tenant liaison in support of program management, project manager and contract manager in developing and coordinating design of multiple coinciding terminal expansion/redevelopment projects. These bodies of knowledge include knowledge of ways to incorporate such factors as constructability, maintainability and sustainability with functionality and aesthetics, perform quality assurance/quality control of projects, and provide guidance and technical advice to consultants, other project managers, Contracting Officers, and other parties on the full range of terminal expansion/redevelopment projects at the Airports Authority.
2. Knowledge of key regulatory requirements (such as the Americans with Disabilities Act [ADA] provisions on public accommodations, building codes, National Fire Protection Association [NFPA] building standards, and Transportation Security Administration [TSA] issuances and Federal Aviation Administration [FAA] Circulars concerning functionality, security and other types of requirements and procedures that may affect terminal designs); knowledge of the building trades and generally accepted practices of the design and construction industry; knowledge of the design-construction solicitation process, in general, and Airports Authority specific contracting procedures; and knowledge of other airport-related requirements, standards and procedures altogether to ensure legal compliance and business/operations responsiveness of designs, to advise authoritatively on the full range of design management, and to perform related functions.
3. Knowledge of design and construction industry management practices and related processes, procedures and standards, knowledge of Airports Authority design requirements/standards, including the Design Manual, knowledge of 'best practices' in integration of new/renovated facilities and existing facilities, and sufficient knowledge of DCA and IAD operational requirements and Airports Authority business objectives altogether to ensure that project activities are within project budget and schedules and well integrated in support of airport operational requirements and Airports Authority business objectives.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations and decisions, with utmost discretion. Examples include duly considering airport operational needs and Airports Authority business objectives in helping specify design project requirements, ensuring due consideration of aesthetics, functionality, constructability, maintainability and sustainability in review of engineering/architectural designs, interpreting regulatory requirements affecting design, and estimating the time/cost of design and construction contracts.
5. Skill in oral communication to understand verbal information (including facts, assertions and arguments) and to express such information verbally so that others will understand. This

includes skill in encouraging effective oral communication by others (such as resident engineers) and in making formal presentations. Examples include serving as point of contact with project A/E firms, preparing and making formal presentations to a diverse array of stakeholders, and daily interactions with co-workers.

6. Skill in written communication to understand written information, draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand. Examples include preparing memoranda, drafting technical documents and reviewing the written work of others (such as consultants) to identify and help resolve discrepancies in designs and reports.
7. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulating data (databases and spreadsheets), prepare presentations and charts/graphics, manipulate data (spreadsheets and databases), and conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting and other functions, and (c) special system/software used in the Department for various functions, such as Primavera P6 scheduling software for progress reporting.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.

RESPONSIBILITY Is responsible for managing and supporting capital design projects; for directing, coordinating, and monitoring all phases of design project management activities; and for advising key decision makers on project design schedules and budgets. Makes design recommendations on important aspects (cost, quality, scheduling, etc.) of projects that are central to the modernization and improvement of primary structures and facilities that are critical to terminal redevelopment. Work directly and significantly affects the success of expansion/redevelopment of DCA and IAD by providing modern, cost-effective designs.

Reports to the Manager, Design Department (Supervisor) who makes initial assignments in terms of functional responsibilities, overall objectives, priorities, and special considerations. Special assignments are typically made in terms of general issues and expected results, unique problems, due dates, and similar factors. On high profile work or work where controversy is anticipated, the incumbent and the Supervisor develop a mutually acceptable plan which typically includes the identification of the work to be done, the project's scope, potential problem areas, and deadlines for its completion. In all work, the incumbent balances function, aesthetics, budget and schedules within the framework of a variety of design considerations, some of which are common to many airports (as with FAA standards and requirements) and others of which are specific to the Airports Authority (as in Airports Authority policy objectives and technical requirements, the interests of historic preservation, major demolition, space constraints, etc.). The incumbent carries out work independently and keeps the Supervisor informed of overall progress and important events through discussions, reports and formal presentations; resolves most technical or project management conflicts that arise without assistance. Consults with the Supervisor on unusual problems or sensitive developments by defining the problems and offering options for resolution, typically presenting them with thorough analysis, advice and

recommendations. Work is expected to be accurate, adequate and adhere to guidelines. The work is subject to review for quantity, quality, timeliness, customer service, teamwork, specified performance management goals and measures, and other factors.

Guidelines include, but are not limited to, the Airports Authority Design Manual; FAA Advisory Circulars and TSA issuances; county and regional master plans; previous Airports Authority planning and design efforts; the Airports Authority CCP and COMIP budgets; work products of managing consultants, A/E firms, and contractors; DCA and IAD specific airport security requirements; Airports Authority programs, guidelines, policies, and procedures regarding the CCP and the COMIP, contracting (including such special emphasis contracting programs as the LDBE, MDE, and WBE programs) and other programmatic matters; building codes and processes in use at the Airports Authority; and Federal or other laws or standards on the environment, transportation, life safety (such as NFPA standards), and public access to facilities and transportation (such as the accessibility provisions of the ADA). The incumbent works in strict adherence to some guides (such as FAA Advisory Circulars and the public procurement process), adapts/adjusts other guides to fit specific situations, and develops guides in such forms as terminal expansion/redevelopment program standards and project specifications.

EFFORT The work is primarily sedentary and incumbent may sit for extended periods when performing deskwork; however, regularly traverses areas of uneven terrain and unfinished construction and moves and positions self to gather data in the field and inspect work on site. Distinguishes color-coded items on maps and drawings; selects materials and colors for basic designs; and matches shades or fine distinctions of colors for special effects. Evaluates the overall aesthetics of structures and ensures proper scales of design. Regularly reviews drawings and other documents containing small print, symbols and engineering notations. Uses a computer and communicates by telephone frequently. Transports files, opens and closes file drawers, and performs similar activities. Ascends/Descends unfinished stairs and supports self on ladders and in somewhat awkward positions to inspect hard-to-access places. In driving, operates vehicle using judgment in consideration of weather, traffic, and other factors.

WORKING CONDITIONS Works primarily in adequately lighted, adequately ventilated, and temperature controlled office and conference rooms; occasionally works outdoors at job sites amid construction in or atop unfinished buildings and other structures. While in the field, is subject to adverse weather conditions, noise from construction equipment, and dust/grease/dirt. When airside, is subject to noise from aircraft. Wears hard hat, safety glasses, and other personal protective equipment, as necessary. Is subject to job pressures due to having to achieve tight project schedules within cost budget, the need to quickly react to and resolve the numerous problems encountered during construction, and having to balance aesthetics, functionality, constructability, maintainability, and sustainability.

OTHER SIGNIFICANT JOB ASPECTS May be required to occasionally work nights and weekends depending on project schedules, airport operations and other factors. Licensure as an Architect in the Commonwealth of Virginia must be maintained.