

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

FUNCTIONAL DUTIES Serves as Deputy Manager, Engineering and Maintenance Department (Department) at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Assists in directing facility engineering, utility and engineering equipment operations, environmental programs, and maintenance activities of the Airport, concentrating efforts in assigned functional areas and ensures the operation of utilities (e.g., heating and air conditioning, electrical power, natural gas, sewer, and water) and related services (e.g., escalator and elevator maintenance). Otherwise, supports the Manager, Engineering and Maintenance Department (Department Manager) and performs related functions.

--Through subordinate organizations, staff and consultants, or personally, and in collaboration with the Department Manager, directs the work of Airports Authority employees engaged in professional engineering, utility operations, and maintenance trades.

Ensures the operation and maintenance of the DCA's utilities (e.g., heating and air conditioning, lighting, electrical power, sewer and water, and related services, e.g., escalator and elevator maintenance).

Oversees construction, modification, repair and maintenance activities involving DCA's structures, infrastructure, and grounds including, but not limited to principal structures, ancillary buildings, runways, taxiways, primary roads, service roads, parking lots, and utility systems/lines.

Oversees the maintenance and repair of DCA's motorized vehicles and equipment and DCA's implementation of and/or adherence to governmental programs, including environmental: Environmental Protection Agency (EPA), accessibility: Americans with Disabilities Act (ADA), workplace safety: Occupational Safety and Health Act (OSHA), etc.

Monitors the same types of work done on-contract, through subordinates, to ensure acceptable quality, quantity and timeliness.

Seeks appropriate balance between work to be done in-house and on contract.

--Concentrates work efforts on functional areas assigned by the Department Manager, specifically human resource management (HR), budget, government programs, and daily operations of the maintenance/utility shops:

Acts as the Department focal point (internally and externally) for HR issues, including but not limited to: disciplinary action and grievances, performance standards and evaluation, overtime policies, selection of supervisors and other key personnel, and training management. Serves on the management team that regularly meets and interacts with DCA's Union in accordance with the current contract.

Forecasts, formulates, justifies, monitors, and ensures proper execution of the Department's annual and five-year budgets for facilities, equipment, utilities, grounds, and operations. Performs quarterly reviews and recommends adjustments. Works with DCA's budget staff and Airports Authority Budget Department.

--On the basis of workload, cost, engineering analysis, and other measures, recommends or establishes quantity and quality standards for the maintenance and utility shops. Plans and devises work methods, procedures, and flow and recommends and/or plans adjustments in the organizational structure to accommodate new work and facilities, such as those being provided through the Capital Construction Program (CCP) or Capital, Operating and Maintenance Investment Program (COMIP) and improve current operations. Implements all necessary actions of approved plans.

--Advises the Department Manager on facility engineering and public works at DCA. Recommends Department policy on CCP, COMIP, Renewal and Replacement (R&R), Operations and Maintenance (O&M), and other program/projects. Provides input for the DCA Master Plan.

--Reviews engineering studies and technically reviews engineering plans, specifications, and related documents. Develops or assists in developing Orders and Instructions. Reviews, develops and/or approves a variety of technical and administrative policy documents. Writes budget and planning reports, draft contract documents, special letters, and routine memoranda, as necessary.

--Participates on committees for selection of Architectural and Engineering (A&E) firms to do designs and studies, concessionaires for DCA concessions, and contractors to perform or help with special projects in a variety of functional areas (e.g., accounting and human resource management). May act as a panel member to review applications for key vacancies at the Airports Authority.

--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 executives, managers, supervisors, professionals, and support staff), tenant/airline managers and staff, Federal Aviation Administration (FAA), state and local government officials/staff, A&E firm managers/staff, DCA/contractor engineering and maintenance managers and employees, vendors, suppliers, Airport users, and the general public.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and research (includes Internet use to search out new products), (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions, and (c) special systems/software used in the Department.

--Regularly operates a motor vehicle airside and landside, on and off the Airport complex, to attend meetings, visit jobs sites, and perform related functions.

--*Performs other duties as assigned or as determined on own initiative.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of assisting in Department operations, provides:

Operational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of Equal Employment Opportunity (EEO) principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

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 any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience, and training that totals four years.
2. Eight years of progressively responsible experience in facilities maintenance and engineering that includes substantive work in most of the DUTIES in this job description, to include experience in (a) overseeing utilities operation and maintenance, (b) performing or overseeing engineering design, (c) overseeing construction, modification, repair, and maintenance of structures, infrastructure, and grounds, (d) overseeing maintenance and repair of commercial vehicles and equipment, (e) overseeing and budgeting for facilities

maintenance and engineering contractor support, and (f) performing or overseeing engineering and workload analysis of maintenance activities.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these eight years of experience (MQ2) provided the education and training provide evidence of the skills and abilities required by MQ 2. For example a master's degree in any field that demonstrates ability to successfully perform the DUTIES in this job description may be substituted for two of the eight years of experience.

3. Education, experience or training indicating the ability to perform successfully as a second level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of second level supervisory personnel functions.

PREFERRED QUALIFICATIONS

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

1. Experience in maintenance operations at a major (Category X) airport.
2. Licensure as a Professional Engineer 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. Knowledge of Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to help manage the operations and programs of the Department and to perform supervisory functions.
2. Comprehensive knowledge of engineering concepts, principles and practices (mainly civil engineering but including related fields such as electrical, mechanical, environmental and industrial engineering and architecture); knowledge of the construction industry; knowledge of the construction, utility operation, and maintenance trades and processes; knowledge of key regulatory requirements (e.g., FAA standards on airfield lighting and EPA regulations on storage of hazardous waste); knowledge of Airports Authority contracting and engineering procedures, the solicitation process, and special policies; knowledge of design standards adopted by the Airports Authority; and, knowledge of other airport-related requirements, standards and procedures, altogether to advise on CCP, COMIP, R&R, O&M, and other projects at DCA, to

plan, budget/allocate resources for, to approve and monitor utility operations, maintenance and repair work, and to perform similar functions.

3. Skill in reviewing or preparing engineering plans and documents, using engineering mathematics, equipment, and processes to assess Department operations and to estimate cost/time of and evaluate effectiveness and efficiency of utility operations and maintenance work.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information, dealing with divergent, concrete or abstract variables, making balanced recommendations and decisions, and exercising mature judgment. Examples include overseeing construction, modification, repair and maintenance activities, reviewing engineering studies, technically reviewing engineering plans, specifications, etc., and performing quarterly reviews of the Department budget and recommending adjustments.
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 and, at times, be convinced or persuaded. This includes the ability to encourage oral communication by others such as subordinates and consultants. Examples of oral communications include exchanging routine and non-routine operational and procedural information with subordinates, managers, and workers from other areas/contracting firms, representing the Department, DCA, or the Airports Authority on committees, and coordinating Department and DCA comments on projected CCP, COMIP, R&R, and O&M projects.
6. Skill in written communication to understand written information (facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand and, in certain circumstances, be convinced or persuaded (at times regarding sensitive issues). This includes skill in the review of the written work of others, including subordinates, peers, Contracting Officer's Technical Representatives (COTRs), and contractors. Examples of written communication include coordinating Department comments on proposed management policies, reviewing and drafting proposed new standard clauses for contracts and proposals, and routine/non-routine memoranda about facilities issues.
7. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule; word process; prepare presentations and graphics; manipulate data (spreadsheets and databases); develop reports; and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions; and (c) special systems/software used in the Department.

8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.

RESPONSIBILITY Is responsible for assisting the Department Manager in directing the work of Airports Authority and contractor employees through deputies and division managers engaged in facility engineering, engineering equipment operation, utility operation and maintenance activities. All deputies and division managers are subject to direct supervisory control by the incumbent. Work directly and significantly affects the safe and efficient operation of the Airport – that the airfield, buildings, and other facilities are maintained in safe operating condition; that air carriers, tenants, and concessionaires are ensured uninterrupted services (heat, light, safe drinking water, etc.); and that roadways and parking structures are well-maintained and properly illuminated for airport users, etc.

Reports to the Manager, Engineering and Maintenance Department (Supervisor). Advises Supervisor on all matters of engineering, utility operation, and maintenance at the Airport and supervises staff independently on technical and managerial basis. Keeps Supervisor informed of the status of projects and operations, significant problems and matters that should be presented to the Airport Manager. Most work flows to the Incumbent as a function of assigned responsibilities (overseeing the daily operations of the maintenance/utility shops, HR management and the budget process); other work is generated by technical proposals effecting the Department, by major changes in policies, laws, or regulations concerning transportation, aircraft service requirements or engineering aspects of airport maintenance, or changing priorities and interests of higher echelons. Special projects may be assigned in terms of resources, priorities and deadlines, with the specific approach and method of execution at the discretion of the Incumbent. Incumbent plans work steps, coordinates closely with a variety of internal and external parties such as the Office of Finance, Office of Engineering, air carriers and Federal agencies to fully understand and appropriately consider issues, financial implications of CCP work, funding source issues, etc., and carries out the work independently, keeping the Supervisor informed. The Incumbent solves problems that involve multiple, complex technical and non-technical considerations and perspectives that effect Airport maintenance. The Supervisor typically reviews work in terms of managerial effectiveness and efficiency, continuity and smoothness of Department operations, meeting overall objectives regarding ongoing responsibilities, Department's compliance with requirements and special guidance (if any), trade-offs, customer service, teamwork, adherence to requirements, and other factors, including attainment of specified performance management goals and objectives.

Guidelines include but are not limited to: FAA Advisory Circulars, EPA, Virginia Department of Environmental Quality (VDEQ) and OSHA construction regulations, Airports Authority and FAA Operations and Information (O&I), the DCA Master Plan, Airport Design and Construction Standards, engineering manuals, EEO principles and requirements, and Airports Authority procedures for budgeting, procurement and contracting, and HR management. The incumbent uses judgment in applying and adapting guidelines (or developing them) and deviating from established guidelines/practices, as required, to accomplish essential functions. Uses initiative to identify, develop and recommend new systems or organization structures (e.g., the Maintenance Engineering Division).

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work, however, moves about the Airport and travels to other sites regularly to inspect work, meet with contractors or employees, attend meetings, and perform other job functions. May traverse areas of uneven terrain and unfinished construction. Responds to pagers and alarms of backing vehicles in construction and maintenance areas. Regularly uses a computer; operates other office equipment. Frequently exchanges information by telephone and two-way radio. Frequently reviews management reports, engineering studies, blueprints and other documents which contain small print, symbols and notations. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May be exposed to adverse weather conditions and dust/grease/dirt while working in the field. When airside, is subject to aircraft noise. Is subject to potential hazards common to the construction industry when working on site airside or landside. Exercises care, takes safety precautions, and wears personal protective gear, as appropriate. Is subject to job pressures and frustrations from emergency situations (e.g., electrical power restoration and snow removal operations), constantly changing priorities, schedule disruptions, and budget complications.

OTHER SIGNIFICANT JOB ASPECTS Subject to holdover or recall on a 24-hour basis for essential services and emergencies such as snow removal.