

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 Project Director, Metrorail Phase 2 Package A for the Dulles Corridor Metrorail Project (Project) in the Office of Engineering, Metropolitan Washington Airports Authority (Airports Authority). Assists the Project Director, Metrorail Phase 2 Package A (Project Director) in the management and control of all planning, design and construction of Phase 2 Package A for the Project and helps ensure the Project is legally/regulatory compliant, transparent, ethical, teamwork-oriented and customer service-oriented. Performs related functions.

Directly or through consultants and contractors and consistent with guidance of, and authority delegated by, the Project Director:

--Directs planning, design, and construction of the Dulles Corridor Metrorail Project Phase 2 Package A (Package A) in concert with the Project Director. Serves as the alternate Contracting Officer's Technical Representative for the Package A design-build contractor, Capital Rail Constructors (CRC). [Package A includes all work necessary to design-build the Silver Line from the Phase 1 endpoint to Virginia Route 772.] Coordinates and works closely with the Project Director, Metrorail Phase 2 Package B and design-build contractor, Hensel Phelps. [Package B includes rail tracks and supporting infrastructure for the maintenance and storage of railcars; railcar service and inspection facilities, including the yard control tower; transportation and police facilities; maintenance-of-way facility; materials warehouse facility; rail systems and equipment for traction power, train control, and communications; roadway construction and improvements; drainage and storm water management facilities; and associated utility connections and relocations.]

--Works with various stakeholders and their designees including, but not limited to: Vice President for Engineering, Deputy Vice President for Engineering, Deputy Vice President for Engineering (Aviation Enterprise), Executive Project Director, Washington Dulles International Airport (IAD) Vice President and Airport Manager, Design Manager, Office of Engineering's Building Permits/Environmental Department, and the Virginia Department of General Services, to ensure coordination with the IAD Engineering and Maintenance Department for work in the best interests of the Airports Authority concerning on-property impact of Project planning and design-build activities, permits, temporary certificates of occupancy and certificates of occupancy and for assessing impacts to Airport infrastructure from the Project. [Approximately 75 percent of Phase II activities 'touch' IAD property.]

--Ensures (in coordination with staff, advisors, design-build contractors and others) that all work under assigned functions complies with (a) legal/regulatory requirements, such as building codes, safety codes, environmental regulations (including the National Environmental Policy Act (NEPA) and Environmental Impact Statement (EIS) requirements), Federal/Virginia Occupational Safety and Health Administration (OSHA/VOSHA) requirements, Americans With Disabilities Act (ADA) accessibility standards, Federal Transit Administration (FTA) requirements, Transportation Infrastructure Finance and Innovation Act (TIFIA) regulations, and other grant funding/loan-reporting processes, (b) professional requirements/standards, such as engineering

design and construction principles, and generally-accepted project scheduling and control processes, and (c) other pertinent requirements/standards/guidelines, such as Airports Authority human resource (HR) management and procurement guidelines.

--With Project Director establishes or facilitates operations, programs and projects that are comprehensive, integrated and forward-looking. Establishes broad policy guidance for subordinate entities (departments/teams) and personnel. Oversees program/service development and monitors daily project operations/administration throughout functional areas as well as administrative/logistical support of these entities that are provided by other units/entities, such as the Office of Human Resources and Administrative Services, the Department of Procurement and Contracts, and the Office of Finance. Ensures compliance with Department of Procurement and Contracts policies and other Airports Authority policies. Providing feedback regarding policies and develops supporting tools to track compliance and standardize actions.

--Ensures staff coordination across subordinate units/teams, such as project administration and controls, project development, project administration, and risk management and project controls, and effective sequencing of work. Ensures legally/regulatory compliant, transparent, ethical, teamwork-oriented and customer service-oriented execution of all Project activities.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, the Airports Authority's Board of Directors (or Committees thereof), the President and Chief Executive Officer (CEO), the Executive Vice President and Chief Operating Officer (COO), Airports Authority vice presidents, and Airports Authority managers and supervisors; key program officials; consultant-contractor managers and employees; Washington Metropolitan Area Transit Authority (WMATA) management and staff; and Federal and state regulators.

--Sets the example in ethics and integrity for Project's units/teams. Works with peer directors/managers, subordinate managers and others in creating an organizational culture that fosters high standards of ethics, integrity, organizational responsibility and commitment to public service.

--Stays abreast of developments in regulatory requirements affecting the assigned functional domains of the Project and of major issues affecting the Project (such as emerging issues in rail design and construction as they may pertain to construction and close out of all of Phase 2).

--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 and technologies); (b) enterprise system/software for requisitioning, budgeting, project planning, time and attendance reporting, payroll, and other functions; and (c) may use specialty systems/software such as Primavera P6 for project management, engineering applications, etc., used on the Project.

--Operates a motor vehicle airside and landside, on and off the airport complex, and on Project site to attend meetings, make site visits, and perform related functions.

MANAGERIAL AND SUPERVISORY DUTIES In the context of Project functions and

operations, provides:

Organizational 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: Develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of 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.

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

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 Engineering, or an equivalent combination of education, experience and training that totals four years and supports professional licensing in the Commonwealth of Virginia as a Professional Engineer (see MQ 4).
2. Eight years of progressively responsible experience in construction project management that includes substantive work in the range of DUTIES in this job description, including experience in major capital improvements.

Included in the experience requirement above is evidence of well-developed skills in (i) conceiving, planning and organizing work, and in deploying and managing resources (human, financial, equipment, etc.) for engineering and planning/design/construction projects of major scope, complexity and cost – such projects exceed a cost of \$100 million and require supervision of safety and quality professionals among other characteristics; (ii) defining and assessing the 'big picture' of current and future engineering and construction wants and needs from both programmatic and project perspectives; (iii) managing multiple related projects; and (iv) identifying interdependencies and interactions in engineering functional domains and construction, such as infrastructure planning or development that crosses the specialties of

civil, environmental and mechanical engineering across the continuum of heavy rail planning-design-construction.

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 (MQ 2); for example, a Master's Degree in Engineering may be substituted for two of the eight years of experience.

3. Education, experience or training indicating the ability to perform successfully as a first 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 supervisory personnel functions.
4. Licensure as a Professional Engineer 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. Progressive civil or systems engineering management and leadership experience in a complex, multi-project work environment (particularly heavy rail engineering and construction) dealing with a broad range of stakeholders.
2. Experience managing and coordinating engineering projects within a public sector environment.
3. A current Professional Engineer license from the Virginia Department of Professional and Occupational Regulation.

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 manage the operations and programs of the unit/team and to perform supervisory functions.
2. Comprehensive professional knowledge of the concepts, principles and practices of engineering (especially civil and structural engineering), as well as extensive knowledge of

architecture and commercial-industrial construction, with strong emphasis on planning, design and construction of a heavy rail project, and knowledge of related engineering disciplines (such as environmental, systems, electrical and mechanical engineering), altogether to assist the Project Director in envisioning, determining feasibility of, analyzing/controlling costs of, and otherwise strategically directing and tactically overseeing the Dulles Corridor Metrorail Project Phase 2 Package A, to directly oversee subordinate managers engaged in these functions, and to perform related functions. This body of knowledge includes but is not limited to:

Knowledge of quality assurance, knowledge of project controls (e.g., scheduling, costing, estimating and reporting), of market data (such as contracting costs and materials costs) and knowledge of cost management (including management of change orders and claims) in engineering and construction altogether to ensure the projects are high quality, on time, within budget and meet other critical objectives.

Knowledge of budgeting, accounting and finance sufficient to review initial project cost estimates as well as cost modifications associated with changes in requirements or budgets, to understand and report work progress in conjunction with budget use, and to perform related functions, all at the level of a construction executive. This includes knowledge of grants and loans, other financial instruments used to fund Airports Authority projects, and applicable grant and loan processes.

3. Knowledge of business administration principles sufficient to discuss changes, trends and impacts with a wide variety of stakeholders and to interact successfully with consultants (including architectural and engineering (A&E) firms, general contractors and others who are concerned with profit/loss issues.
4. Knowledge of key regulatory requirements/standards/guidelines applying to a wide variety of major engineering and construction projects, such as FTA and TIFIA requirements, EPA (NEPA, EIS and environmental permitting) requirements, ADA public facility accessibility requirements, and OSHA/VOSHA standards to ensure project compliance with Federal, Virginia, local and Airports Authority requirements and standards.
5. 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 developing or approving and using cost/service/other metrics to analyze and evaluate productivity and recommend or approve new policies and procedures to increase productivity, improve response times, improve other aspects of customer service, etc., while controlling costs; identifying and analyzing applications of technology to help solve engineering and planning/design/construction problems or improve engineering and planning/design/construction work processes, including evaluation of new work control systems.

6. Knowledge of technical aspects of bid analysis; and knowledge of Airports Authority specific contracting procedures, its solicitation process and special policies related to the contracting of engineering or construction work altogether to perform contract management functions.
7. 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 skill in listening 'actively' and encouraging effective oral communication by others, such as managers and staff on the Project, internal stakeholders (at higher, peer and lower echelons) and external stakeholders (such as funders, regulators, public/special interest groups and the general public), and skill in making formal presentations on high 'visibility' and highly sensitive or controversial engineering and planning/design/construction projects. Purposes include exchanging routine and non-routine factual information, meeting and reaching consensus with others, and influencing, and convincing or persuading them concerning 'high stakes' projects.
8. 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 and, at times, be convinced or persuaded. This includes skill in reading and reviewing information to stay abreast of advances of engineering and design/construction technology and management, to understand wants/needs/perspectives of various stakeholders, and to understand technical data and administrative information, as well as skill in preparing routine memoranda and drafting or reviewing technical documents.
9. 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), and research (includes Internet use to search out new products and technologies); (b) enterprise system/software for requisitioning, budgeting, project planning, time and attendance reporting, payroll, and other functions; and (c) specialty systems/software such as Primavera P6 for project management, engineering applications, etc., used on the Project.
10. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
11. Mature judgment, extraordinary discretion and thoughtful decisiveness to perceive the critical impact and subtle implications of issues, make sound and timely recommendations and decisions, and serve as a trusted advisor to the Project Director, Metrorail Phase 2 Package A.
12. Commitment to ethics and integrity in the public service to ensure ethical and transparent team operations, set the example for integrity within the areas of functional responsibility and perform related functions.
13. Ability and willingness to work under pressure, maintain emotional self-control and provide managerial-level engineering and construction leadership during critical situations.

RESPONSIBILITY Is responsible for all systems, plans, programs, policies and operations/ services of the Project as assigned by the Project Director. The provided strategic and tactical leadership affects the delivery of high quality, on time and within budget assigned Project Package(s) and other deliverables.

Reports to the Project Director (Supervisor) who assigns functions and priorities and makes special assignments. Most work comes to the incumbent through established work flows and by special assignment. Some work is effectively levied by special reports or requirements (such as internal audits, law/regulation changes, environmental studies, etc.); other work is self-generated due to new technology, 'best practices' and other catalysts. On own, the incumbent plans strategically and tactically, ensures continuous assessment of wants and needs for engineering and planning/design/construction, fosters continuous improvement in programs, policies, procedures and services, solves problems that are technically or administratively complex (such as identifying ways and means of integrating or improving technologic advances into project planning, design and construction, weighing costs and benefits, solving engineering management problems having multiple variables that transcend functional domains, and controlling costs while improving quality) and highly sensitive (such as deftly handling special issues that may present paradoxes). Keeps the Supervisor and other parties, informed. Seeks guidance on highly sensitive issues. Regularly makes key recommendations or decisions to meet current and future challenges that have potential for critical impact on compliance with legal/policy requirements, effectiveness and practicality of projects, deployment of people to meet Project Package A engineering needs, and more. May regularly make key technical and administrative decisions regarding program actions that may have major impact on the Project Package A and key budgetary (assigned budget only) decisions. Work is expected to be timely, accurate and thorough in terms of identification of issues, consideration of options and effectiveness of recommendations/decisions. Typically, work is reviewed periodically in terms of fulfillment of program goals and objectives and effectiveness of advice, as well as quality, quantity, timeliness, customer service and specific performance management goals and measures.

Guidelines include but are not limited to Dulles Corridor Metrorail Project funding sources (such Federal/state loans/grants and Dulles Toll Road Revenue), restrictions and reporting requirements; a wide array of regulatory requirements, such as environmental regulations and reporting requirements, building codes, fire codes, life safety codes, etc.; design and design-build project management techniques and software; professional engineering principles and technical manuals; the ADA regarding accessibility of public facilities; specific design, design-build and construction contracts; requirements of project sponsors (grantees), such as the FTA and the Federal Highway Administration and their special emphasis contracting programs; the Airports Authority's procurement/contracting processes and its special emphasis programs (such as LDBE and DBE/WBE participation), EEO requirements and other administrative requirements and support program policies and processes; and general references, such as dictionaries and style manuals. Some of these guidelines leave gaps. Others allow for wide discretion. The incumbent uses judgment and initiative to assess implications of issues, develop solutions and make recommendations or decisions providing an effective response that appropriately balances competing technical, administrative, budgetary and other types of demands.

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; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze costs and perform other tasks; operates other office equipment. Routinely exchanges information by telephone. Regularly reviews contracts, construction plans, and regulations containing small print. 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 experience some job pressure from tight deadlines, changing priorities, or interpersonal conflicts with contractors. May be exposed to some adverse weather conditions and dust/grease/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed at a work site.

OTHER SIGNIFICANT JOB ASPECTS Licensure as a Professional Engineer (PE) in the Commonwealth of Virginia must be maintained.