

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 the Property Management Technician in the Materials Management Division (Division) at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Administers the real and personal property programs for DCA, the Airports Authority's Consolidated Functions (CF) at DCA, and the Dulles Corridor Metrorail Project (Metrorail Project) office in conformance with the Airports Authority's programs, policies, and procedures relating to real and personal property. Represents DCA property management interests to the centralized Airports Authority property management program team. Helps guide the Lost and Found Property Office at DCA, as tasked by the Division Manager. Performs related functions.

--Operates the DCA Property Control Office providing property accountability and control in accordance with Airports Authority policies and procedures.

- Examines purchase orders, construction contracts or delivery orders, and other documents to identify real and personal property assets. Contacts Airports Authority personnel to gather additional information about purchases or orders. Informs Office of Finance of property with a value of \$10,000 (\$10K) or more identified as a result of review.
- Maintains a suspense file for personal property over \$10K that has been received but not yet posted by Office of Finance. Posts personal property under \$10K without Office of Finance approval. Generates rationale for exceptions to applying standard criteria for classifying property as capitalized or expensed.
- Enters property data (the entity, bar code number, description, model number, manufacturer, year, unit cost, property category, asset classification, date received, inventory date, and other property management data) into the Oracle E-Business Suite (EBS) Expensed Property module to maintain personal property records. Produces regular and ad-hoc reports using Oracle EBS and other report generating programs. Analyzes daily and monthly reports to detect discrepancies and ensure verification and maintenance of data for each item. Takes corrective action(s) for discrepancies and prepares and submits documentation.
- Maintains the DCA, CF at DCA, and Metrorail-controlled personal property records in the Airports Authority's Enterprise Resource Planning (ERP) system (which includes the Oracle EBS). Monitors and updates the real and personal property capitalization program data (non-financial fields, i.e. asset description, model, serial number, etc.) using Oracle EBS after asset creation by Office of Finance.
- Establishes and keeps capital facility real property record files on all structures at DCA. Establishes and maintains leasehold facility real property records (currently 50+ facilities valued at \$23+ million) at DCA and for the Metrorail Project. Assembles copies of original and amendment leasehold contracts, construction and improvement costs, and other documents for files.

- Analyzes purchases of property by DCA contractors and others authorized to make purchases for the Airports Authority to ensure compliance with the authorizations and Airports Authority property management policies and procedures.
- Analyzes property forms, such as report of excess property, missing property report, and transfer of property, for compliance with policies and procedures. Checks for formatting, errors, omissions, inconsistencies, etc. Corrects data and/or contacts the originator by telephone, in writing, and/or in person to resolve discrepancies. Identifies risks, findings, and makes recommendations associated with missing, damaged, or destroyed accountable assets. Maintains related files and records.
- Provides technical guidance to the custodians/sub-custodians and others at DCA, CF at DCA, and the Metrorail Project. Trains property custodians/sub-custodians at the unit/team level and others on property form/documentation submission, condition codes, formats, and general property management policies and procedures.

--Serves as a Program Area Lead (PAL) for the Asset Management Lifecycle (AML) of the Airports Authority's Oracle EBS. Interacts with the ERP Program Management Office to identify needs, enhancements and requirements based on the Airports Authority's business processes and policy requirements.

--Coordinates DCA and Metrorail Project property information with the Airports Authority's Office of Finance and Office of Engineering, and DCA's Airport Administration Department to ensure timely and accurate 1) recording of capitalization of Airports Authority financed construction improvements and acquisitions of real property, 2) recording of leasehold improvements and construction, 3) review of DCA real property holdings and development reports, 4) recording and capitalization of personal property assets, and 5) submission of yearly real and personal property holdings for DCA and Metrorail Project for inclusion in Airports Authority Property Management Statistics report.

--As tasked by the Division Manager on an as-needed basis (not continuously), helps guide personnel of the DCA Lost and Found Office.

- Provides assistance to help ensure compliance with Airports Authority policies, procedures, and customer service practices established for Lost and Found property.
- Assists with resolution of non-routine problems, and provides training on new procedures.
- Prepares or reviews paperwork for excessing of all unclaimed items.
- May update the Lost and Found software operation manual. May plan, may recommend, may assist in design, and implement approved changes to the Procurement and Inventory Control System (PICS) with regard to Lost and Found items.

--May draft, may recommend and implement supplemental policies and procedures for monitoring real and personal property at DCA, CF at DCA, and the Metrorail Project (7,130+ line items of personal property valued at \$21.6+ million and 147+ real property assets valued at \$1.1+ billion).

--Represents DCA, CF at DCA, and the Metrorail Project to the Airports Authority's Corporate Property Manager. Provides advice on property management issues affecting DCA, CF at DCA, and the Metrorail Project. Identifies shortcomings and likely consequences and proposes improvements. Assists DCA, CF at DCA, and Metrorail Project management in monitoring day-to-day property activities by periodically reviewing custodian property files and documents to ensure property is being handled appropriately and in a timely manner.

--Places barcodes on incoming personal property, if not barcoded by warehouse personnel. Documents Receipt Travelers and/or packing slips for incoming property with barcode, serial, model, and manufacturer numbers, etc. If property has no serial number, assigns a DCA serial number. Ensures that assigned bar code serial numbers are consistent with corresponding numbers in personal property database.

--Schedules and performs, and prepares Inventory Plan for 100% wall-to-wall annual physical inventories of personal property for DCA, CF at DCA, and Metrorail Project assets. Accounts for the inventory of Airports Authority personal property held by Airports Authority offices and non-Airports Authority entities, such as Traveler's Aid, Parking Operator, and US Customs. Ensures property documents (transfer, excess, missing) are prepared and for applicable assets identified in the inventory. Updates records in Oracle ERP and produces final Inventory Reports for each property custodian. Updates Inventory Plan with results, findings and recommendations. Obtains final signatures on all documentation.

--Takes receipt of excess personal property from the respective property custodian. Prepares and posts asset information to the Airports Authority's Intranet Available Excess Property folder for possible reutilization for a minimum of a 30 days screening period. Processes a Property Transfer Receipt for any requested assets, coordinates delivery of item to new property custodian, and updates Oracle ERP records accordingly. Coordinates pickup of any remaining excess property to the Property Disposal Technician and updates Oracle ERP records for the transfer to surplus.

--Stores, controls, secures, and maintains an inventory of un-deployed DCA and Metrorail Project IT equipment. Delivers such items to users for installation/set-up and picks up excess items. Documents deployment and pickup actions in the Airports Authority's Technology Work Order System, Service Now. Accounts for 1,000± IT hardware property items for CF, over 1,500 IT items deployed to contractors, and over 350 property items for the Metrorail Project office.

--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), and vendors/suppliers.

--Uses a computer and modern office suite software for various office applications (email, word processing, spreadsheets, etc.) and specialized software such as accounting, Oracle ERP, and PICS software to perform daily work.

--Uses a sedan, van or similar vehicle to travel to various locations at DCA (including airside) and the Metrorail Project office, as well as the meetings off the DCA complex in performance of job functions.

--*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 high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.
2. Five years of progressively responsible experience (post high school) in most of the DUTIES in this job description such as (a) examining purchase orders, construction contracts or delivery orders, and other documents, to identify real and personal property assets, (b) posting personal property items to property control accounts, (c) entering property data (the entity, bar code number, description, model number, manufacturer, year, unit cost, property category, asset classification, date received, inventory date, and other property management data) into the automated procurement/inventory systems to maintain property records, (d) producing reports using report generating programs, (e) analyzing reports to detect discrepancies and ensure verification and maintenance of data for each property item and taking corrective action(s) for discrepancies (such as preparing and submitting corrective documentation), (f) analyzing purchases of property to help ensure compliance with authorizations and property management policies and procedures, (g) analyzing property forms, such as report of excess property, missing property report, and transfer of property, for compliance with policies and procedures, (h) checking for formatting, errors, omissions, inconsistencies, etc., (i) guiding/training property custodians/sub-custodians on property form/documentation submission, condition codes, formats, and general property management procedures, (j) using a computer and a modern office software suite (such as MS Office) for planning, scheduling, communicating, word processing, presentations, spreadsheets, databases and other applications, and using modules of specialized software to perform specialized work, (k) working effectively with business contacts, (l) working effectively as a team member, and (m) providing effective customer service.

An (a) associate's degree or a (b) bachelor's degree in a field providing a strong foundation for success in the DUTIES in this job description may be substituted for up to (a) two years or (b) four years, respectively, of these five years of experience.

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. Accreditation by a professional property organization such as, but not limited to, the National Property Management Association (NPMA).

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 typically be acquired on the job; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of established supply/inventory processes and procedures and generally-accepted business practices for fixed asset management to administer the property control program at DCA, the Airports Authority's Consolidated Functions (CF) at DCA, and the Metrorail Project office, including the IT hardware assigned to CF.
2. Knowledge of Airports Authority supply and finance policies and procedures needed to properly record and classify assets, manage inventory, utilize proper disposal methods for personal and real property, and perform related functions.
3. Knowledge of Airports Authority Lost and Found procedures to assist personnel performing this function, and to process all unclaimed items as excess property
4. Knowledge of Airports Authority automated property management systems (Oracle EBS and PICS), automated identification systems and automated barcode systems to manage and maintain proper and up-to-date documentation on real and personal property assets and to train and assist others (such as custodians/sub-custodians) on the use of the systems.
5. Knowledge of Airports Authority construction, repair, maintenance, and acquisition programs sufficient to ensure proper classification and capitalization of assets and perform related functions.
6. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or ideas) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include skill in reconciling inventory amounts, in identifying real and personal property assets from documents, in determining whether property is capitalized or expensed, and in identifying need for improvements in policies/procedures.
7. Skill in oral communication to understand verbal information and express such information verbally so others will understand. Examples include exchanging routine and non-routine

information with Airports Authority personnel, tenants, and contractors. This includes ability to encourage oral communication by others, such as property custodians/sub-custodians.

8. Skill in written communication to understand written information (including instructions, descriptions, facts, assertions, and ideas) and to express such information in writing so that others will understand. Examples include reading policies, procedures, purchase orders, and construction contracts; preparing property documents and reports; and drafting policies and procedures, and correspondence.
9. Skill in using a computer and modern office suite software (such as MS Office) to plan, schedule, communicate (email), word process, track/calculate (spreadsheets), etc., and specialized software (such as PICS and the property modules of the Oracle ERP/EBS used by the Airports Authority) to enter, track, and inventory property, and perform research.
10. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.

RESPONSIBILITY Is responsible for property management control for DCA, CF at DCA, and the Metrorail Project; performs all property functions in accordance with Airports Authority programs, policies, and procedures and ensures that all real and personal property is appropriately accounted for. Work impacts the Airports Authority's accounting for DCA, CF at DCA, and Metrorail Project real property holdings and related matters.

Reports to the Manager, Materials Management Division (Supervisor). The incumbent may receive guidance and direction from the Corporate Property Manager. Recurring work is assigned in terms of functional responsibilities and overall priorities with most work coming to the incumbent through established workflow consistent with assigned functions. Incumbent performs most work independently and keeps Supervisor informed on the status of projects and unusual problems; typically seeks supervisory assistance for new, complex or particularly sensitive problems/issues. Special projects may be assigned in terms of background, objectives, milestones/deadlines, anticipated problems, and other factors. Work is subject to review in process, through regular and special reports, spot checks, and upon completion in terms of quality, quantity, timeliness, 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, Airports Authority Real and Personal Property Management procedures, Lost and Found procedures, the Chart of Accounts, Oracle EBS, PICS documentation and software manuals. Many guidelines are clear and complete and are to be strictly applied. Some guidelines may be inaccurate, insufficient, or otherwise need improvement. The incumbent uses sound judgment to select and apply guidelines and initiative to identify missing or sub-standard procedures, to implement technical/administrative improvements, to coordinate daily property management work at DCA, and to perform other functions.

EFFORT Work is primarily sedentary, but includes physical activity on a daily basis – moves about and positions self to identify property bar codes and serial numbers or when conducting

physical inventories. May sit for extended periods when working in the office. Opens/closes file drawers. Lifts and carries computers, monitors, and printers weighing up to 25 pounds; uses a hand truck or dolly or other device/mechanical advantage to move items weighing more than 25 pounds. Operates a pallet jack to move computers, monitors, and printers in the warehouse area. Regularly reviews inventory listings and other documents 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, adequately ventilated, and temperature controlled office setting. Regularly works in warehouse, storage, and shop areas. Occasionally, is subject to adverse weather conditions when moving between locations at DCA and between DCA and the Metrorail Project office.

OTHER SIGNIFICANT JOB ASPECTS None