

As the Airport Service Contracts Manager, you will oversee the multi-disciplined services contract program at Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

### **JOB DESCRIPTION**

- Airport Service Contracts Manager
- Works under the general supervision of the Maintenance Engineering Division Manager.
- Serves in the Maintenance Engineering Division of Engineering and Maintenance Department at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

Through a staff of Facilities Maintenance Contract Coordinators, provides oversight to DCA's and IAD's multi-disciplined facilities' services contract program that includes mechanical, electrical, civil, and environmental disciplines. Develops statements of work, manages the technical evaluation of the procurement process, and administers the Service Contract Program. Establishes and maintains contract and procurement management plans. Develops and executes complex, multi-million dollar contract budgets. Supervises staff serving as Contracting Officer's Technical Representatives (COTRs) and Contract Inspectors. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Supervises a professional staff of COTRs and Contract Inspectors.
- Administers the Service Contract Program, covering mechanical, electrical, civil, and environmental disciplines.
- Analyzes facilities operations, maintenance, and construction programs, and recommends the most cost-effective contracting opportunities and strategies.
- Develops and reviews engineering studies to determine impact of proposed changes on long-range facilities and systems maintenance.
- Develops contract requirements and documents, including statements of work.
- Manages the technical evaluation component of the procurement process.
- Develops and executes complex, multi-million dollar contract budgets.
- Develops award recommendation documents for senior management and the Airports Authority's Board of Directors.
- Administers contracts, as necessary, due to staff shortages or due to unique skill requirements.
- May substitute for the Maintenance Engineering Division Manager in that person's absence.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Six years of progressively responsible experience in facilities maintenance or service contracting.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of and ability to oversee, contracting, procurement, and business processes.
  2. Ability to manage, administer, and inspect resources, materials, business practices, and workmanship for a full array of facilities maintenance services.
  3. Ability to develop technical specifications for facilities maintenance contracts.
  4. Ability to develop and execute large value facilities maintenance budgets.
  5. Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
  6. Ability to perform detailed analyses of data and information, including interpreting engineering-based drawings, specifications, and schematics.
- Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
  - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

### **PREFERRED QUALIFICATIONS**

- Certification as a Facility Management Professional (FMP) from International Facility Management Association (IFMA); Certified Professional Maintenance Manager from Association for Facilities Engineering (AFE); or Operations and Performance Management Professional (OPMP) Certification from American Society of Heating, Refrigerating, and Air- Conditioning Engineers (ASHRAE).

### **EDUCATION**

- A Bachelor's Degree in any field, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience. For example, a master's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Operates vehicle landside and airside (requires AOA permit).
- May be subject to hold over and recall on a 24-hour basis for essential services and emergencies.
- May be subject to night/weekend work.
- May be subject to potential hazards common to the airport environment and construction industry. May require moderate to heavy physical exertion (lifting objects up to 50 pounds) during inspections. Wears personal protective gear, as necessary.

