

As the Construction Claims Manager, you will ensure that Dulles Corridor Metrorail Project contractor claims are addressed fairly and expeditiously.

JOB DESCRIPTION

- Construction Claims Manager
- Works under the general supervision of the Rail Program Operations Director.
- Serves in the Office of the Dulles Corridor Metrorail Project in Herndon, VA.

Oversees the Claim Management functions of the Dulles Corridor Metrorail Project (DCMP). Helps ensure Phase 2 contractor claims are addressed fairly and expeditiously and in a manner that mitigates if not eliminates the Airports Authority's unwarranted financial exposure. Performs related functions.

GENERAL RESPONSIBILITIES

- Serves as advisor to the Vice President (Rail Project) and others on change order and claims related issues. Provides advice to Project management and staff and serves as the Project's representative for any issues related to claims management.
- Assesses newly submitted Contractor claims for validity; coordinates with the DCMP management team to identify potential claims.
- Prepares and maintains a detailed register of Contractor claims and potential claims. Briefs senior management on the exposure and status of the claims register
- Checks pre-qualifying claims received from Contractors to ensure claims are received within contractual deadlines and that Contractor has submitted reasonable initial substantiation of claim and determines whether claims are administratively compliant with contract. Notifies Contractor as appropriate.
- Conducts forensic analysis of claims and potential claims by reviewing Contractor claims and potential claims. Coordinates with project team to obtain relevant background information and documentation.
- Conducts forensic investigation of the technical construction issues, undertaking delay analysis of the program critical path.
- Determines presence of Contractor-caused concurrent delay (if any) and formulates the project defense and/or counter-claim, as appropriate.
- If appropriate, ascertains Contractor's entitlement in terms of change in scope, extension of time, financial quantum and financial impacts.
- Prepares expert claims reports for each claim and potential claim on the claims register. Confirms claim is pre-qualified and administratively valid including reviewing forensic analysis. Presents claims reports to Contract Administration peers for review, analysis and approval and submits to the Engineer in due course for his/her consideration.
- Uses claims reports to form the basis of summary presentations to key internal stakeholders.
- Negotiates and settles claims; prepares all necessary letters and transmittals to be issued in respect of claims or potential claims.
- Appoints/selects and briefs independent expert witness, where appropriate; obtains testimony from internal Project team, as appropriate.

- Prepares and analyzes Scott Schedule and documentation; coordinates with the Airports Authority Office of General Counsel.
- Provides guidance to the Project team on contract management best practice, and facilitates the avoidance and/or mitigation of successful Contractors claims and disputes.
- Serves as Contracting Officer's Technical Representative (COTR) for claims mitigation and management consultants. Initiates solicitation and coordinates selection of Claims consultants, and maintains day-to-day working relationship with claims consultant.

QUALIFICATIONS

- Nine years of progressively responsible experience in construction management (with emphasis on construction claims management) that includes claims management; negotiations, contract administration, compliance, and issue resolution.

KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive professional knowledge of and ability to apply the concepts, principles and practices of design and construction engineering, with strong emphasis on change order and claims.
 2. Knowledge of and ability to apply design and construction management processes and requirements to construction contracting and contract administration.
 3. Skill in claim management for multiple, major projects involving risks, controls, contracts and procurements.
 4. Ability to administer multiple, major projects, concurrently, and in ensuring coordination and integration among related efforts.
 5. Ability to perform complex analyses of data and information and make recommendations.
- Knowledge of Federal and Virginia laws and programs affecting rail construction and grants/funding.
 - Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
 - Skills in using a computer and modern office suite software, with emphasis on project management systems.

PREFERRED QUALIFICATIONS

- A Master of Business Administration Degree, a Master's Degree in Strategic Management, Strategic Planning, or a Juris Doctorate.
- Experience successfully analyzing impacts of weather, design issues, change orders, claims, manpower, differing site conditions, management, and material shortages on large (over \$500 million) construction projects – preferably public sector construction projects.
- Experience with large scale publicly funded transportation construction projects.
- Experience with Critical Path Method (CPM) scheduling, Autodesk Constructware, or other automated scheduling management systems.

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 nine 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.
- May be subject to job pressures from the dynamics of high-visibility work in a 'fluid environment' and peak periods typically linked to submission of contractor claims, claims review meetings, DRB meetings and litigation efforts .