

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 a Construction Project Administrator in the Construction Department (Department) of the Office of Engineering (Office), Metropolitan Washington Airports Authority (Airports Authority) at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD). Provides administrative and technical support in the management of multi-discipline contracts for the Department's construction projects under the Airports Authority's Capital Construction Program (CCP), Aviation Capital Operating and Maintenance Investment Program (COMIP), Dulles Corridor Capital Improvement Program (CIP), and Dulles Corridor Repair and Rehabilitation Program (R&R). Assists the Department construction engineers in the management of CCP and COMIP construction projects. As assigned, performs special studies, analyses and projects to establish or improve systems for construction scheduling, quality assurance (QA) and quality control (QC), cost control, progress reporting and safety. Assists in the maintenance of financial, scope and schedule status for construction projects managed in both the Airports Authority's Oracle enterprise resource planning (ERP) system and the Office of Engineering's project control system to include tracking and reporting to assist in keeping construction projects on schedule and within budget. Performs related functions.

--Assists in the coordination and monitoring of all phases of construction management activities of the Department. Inspects and monitors new construction in progress and upon completion, makes recommendations on approval or disapproval of work to ensure work performed meets contract specifications, industry standards and project design intent. Coordinates the submission of construction progress reports; reviews reports for adequacy and accuracy of services performed, construction schedules, laboratory reports, etc. Processes shop drawings, material lists, catalog samples, etc., and confers with designers (inside and outside the Airports Authority) on contractor-submitted items to ensure that design intent is accomplished in construction.

--Assists in the review of engineering designs and contract documents prepared by others to enhance project constructability so that construction activities proceed expeditiously with the fullest achievement of Airports Authority objectives. Makes suggestions to improve the contract documents to better meet the "owner's" or user's needs, improve the economy and efficiency of construction, ensure the application of modern/practical construction techniques, eliminate or minimize potential contractor claims regarding contractual disputes, minimize inconvenience to airlines, tenants and airport users, and ensure that Airports remain operational during construction.

--Performs the administrative and technical support of capital construction management activities for major projects and supporting or miscellaneous projects. Assists in the development of construction progress reports and schedules; compiles comments resulting from staff review. Assists in coordinating the work activities of a number of consultants and contractors working on CCP, COMIP, CIP, and R&R projects, including assisting in tracking work schedules, assignments, and priorities.

- Works with Department construction engineers in finalizing detailed budget and forecast cost plans and/or inputting those details in the Airports Authority's Oracle ERP system and the Office of Engineering's project control system.
- Prepares periodic project and contract cost and schedule reports, charts, or graphs including budget adjustments and revised forecasts, and contract changes and modifications.
- Assists in the cost and financial administration of construction contracts, including changes, budget and forecast impacts, and cash flow projections. Creates purchase orders and periodic invoices. Reviews estimates and change orders from Contractors and performs time impact analysis on contractors' requests; recommends approval, modification, and or rejection based on review to COTR and CO.
- Provides analyses and reviews of cost/budget expenditures to Department Manager and Department construction engineers and highlights anticipated cost variances and exceptions.
- Performs quality control review; reviews/inspects completed work and work in progress in accordance with the Army Corps of Engineer QC program and Safety Inspection Checklist.

--Assists in the coordination of construction and architectural/engineering (A/E) firms' provision of construction phase services to ensure procedures and processes are correctly followed for submittals (such as shop drawings, documents, material samples, etc.) and to facilitate project meetings and site visits, correspondence, and processing of Requests for Information (RFIs).

--May assist in the preparation/editing of construction correspondence for Department construction engineers; prepares/edit reports, responds to inquiries and reviews/prepares other documents.

--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), and vendors/consultants/tenants/contractors.

--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 conduct research (Internet use); (b) enterprise software for budgeting, project tracking, time and attendance reporting, and other functions; and (c) special systems/software for various functions such as the Office's project control system.

--May drive a vehicle landside and airside, on and off airport complexes, to attend meetings, visit construction sites, and perform related 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 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. Five years of progressively responsible experience in project administration that includes substantive work in the range of DUTIES in this job description including, but not limited to, (a) assisting with large-scale construction project controls and administration; (b) analyzing and estimating the cost of construction projects; and (c) using project management and project control tools and software.

A fully equivalent combination of education, experience and training beyond what is needed to satisfy MQ1 may be substituted for two of these five years of experience. One example is a master's degree which may be substituted for two of the five years of experience.

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. A Bachelor's Degree in Engineering, Construction Management, or Architecture.
2. Possession of (a) designation as an Engineer in Training (EIT) in the Commonwealth of Virginia or (b) official verification of passing the Fundamentals of Engineering (FE) examination of the National Council of Examiners for Engineering and Surveying (NCEES) from the jurisdiction in which the examination was taken.

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 the concepts, principles and practices of engineering, with emphasis on civil

(horizontal) and structural (vertical) engineering and engineering project management, to provide technically- and procedurally-knowledgeable project support to construction managers on project control issues, to perform special engineering and project control analyses, to advise on and help revise construction management guidelines for Airports Authority projects including, but not limited to, safety, quality, scheduling, cost control and progress reporting, and to perform related functions.

2. Knowledge of the construction industry; of construction project management practices; of engineering/construction project safety requirements; and of related processes, procedures and standards, altogether, to help ensure that project activities are within program budget and project schedules, are consistent with the contract of record, industry standards and other considerations, and are properly reported in the correct databases.
3. Knowledge of the Airports Authority's Design Manual and its specific planning-design-construction continuum, procurement and project management processes, A/E project financing/accounting procedures, and knowledge of the Airports Authority's enterprise resource planning (ERP) and project control system and related processes to perform the assigned estimating and analysis functions.
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) 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 applying a variety of mathematical concepts to civil/structural and other engineering construction management problems, with emphasis on project controls and administration, reviewing invoices, and reconciling discrepancies in databases.
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 skill in encouraging effective oral communication by others, such as effective dialogue with Airport Managers, contractors, and staff of the Office of Engineering.
6. Skill in written communication to understand written information (including facts, descriptions, ideas, concepts, arguments, and assertions) and to express such information in writing so that other others will understand and, in certain circumstances, be convinced or persuaded. This includes expressing information in writing and skill in reviewing the written work of others such as construction consultants, contactors, and project managers.
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), and conduct research (Internet use); (b) enterprise software for budgeting, time and attendance reporting, and other functions; and (c) special systems/software used for various functions such as the Office's project control system.

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

RESPONSIBILITY Is responsible for providing effective project administration of construction activities for assigned projects and providing accurate administrative and technical support in the management of multi-discipline contracts for capital construction projects at the Airports Authority. Assists in preparing detailed budget and forecast cost plans and/or inputs those details in the Oracle ERP system and the Office of Engineering's project control system, and assists in the development of reports such as budget adjustments, revised forecasts, purchase orders, periodic invoices, contract changes and modifications. Work ensures accurate project tracking and reporting, and effectiveness of the Construction Department in keeping projects on schedule and within budget.

Reports to the Manager, Construction Department (Supervisor). Most work flows to the incumbent as a result of assigned functions and processes. Supervisor provides broad objectives and policy guidance for recurring assignments; special assignments may be assigned on an ad hoc basis to support management initiatives relating to shifting needs or requirements. The incumbent typically plans work steps independently with little direct oversight while staying in close communication with Supervisor to allow for discussion of unexpected issues or developments. Supervisor reviews incumbent's work 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, Federal and Virginia regulations and programs affecting grants; Airports Authority programs, guidelines, policies and procedures on contracting, facility construction, etc.; building codes and other technical standards applying to construction projects; generally-accepted standards concerning constructability and maintainability and standard procedures of the construction industry and various building trades; engineering references; specific design contracts, etc. The incumbent uses judgment and initiative to work efficiently, within the scope of established guidelines, engineering principles and practices, and Airports Authority project management processes; when guidelines conflict, the incumbent must select and apply the most appropriate guidelines.

EFFORT Work is both sedentary and active. Incumbent may sit for extended periods while performing desk work; may move about and handle heavy objects on an occasional basis such as handling and transporting large report binders, full-sized drawings and other documents. Occasionally ascends/descends unfinished stairs and supports self on ladders and in somewhat awkward positions to inspect hard-to-access places when visiting job sites. Regularly uses a computer to develop reports, analyze proposals and perform other tasks; frequently uses telephone and other electronic office equipment. May require review of construction, architectural, and design drawings with hard-to-read print or numbers. In driving, operates vehicle using judgment based on weather, traffic and other factors.

WORKING CONDITIONS Works in both adequately lighted, ventilated, and temperature controlled office and conference rooms and at construction job sites. When visiting job sites

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may be subject to adverse weather conditions, dust and dirt, and must exercise care and wear a hard hat and other personal safety gear, as required.

OTHER SIGNIFICANT JOB ASPECTS None