

## **JOB DESCRIPTION**

- Contracting Officer (Construction)
- Works under the general supervision of the Contracts Manager.
- Serves in the Procurement and Contracts Department (Department) in the Office of Supply Chain Management (Office) in the Corporate Office Building.

Assists with pre-award and post-award contracting functions on large dollar value construction, architectural/engineering contracts, and other consulting, supply/service contracts and leasing and maintenance agreements for Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), the Dulles Toll Road, supporting corporate functions, and, as assigned, the Dulles Corridor Metrorail Projects. Performs related functions.

## **GENERAL RESPONSIBILITIES**

- Carries out the entire procurement cycle, from “cradle to grave.”
- Reviews procurement requests, prepares procurement plans, and develops evaluation factors for contracts.
- Selects contract type (e.g., firm-fixed price, cost reimbursable, etc.) and determines procurement method.
- Identifies sources of competition and plans procurement schedule.
- Prepares solicitation documents for Contracts Manager’s review. Incorporates specific terms and conditions required for the particular solicitation.
- Chairs pre-proposal conferences for prospective offerors. Responds to inquiries from potential offerors and prepares written amendments to the solicitation as required.
- Prepares analysis of offers, including detailed analysis of subcontracting proposals, pricing structures, and schedules.
- Conducts negotiations, as appropriate, to obtain price and other terms and conditions most advantageous to the Airports Authority.
- Chairs pre-construction/pre-performance conferences with contractor, COTR and, as required, representatives from the Airports Authority.
- Coordinates procurement method and contract administration for professional services such as A&E contracts, geotechnical, archeological and other consulting and service contracts.
- Performs contract management and contract administration functions. Monitors contractor performance. Receives invoices and approves payment.
- Evaluates and negotiates contract changes to the contract price and scope and prepares modifications to the contract.
- Performs other duties as assigned.

## **QUALIFICATIONS**

- Five years of progressively responsible experience in construction administration or construction procurement and contracting including recent experience in:
  - negotiation of contract changes and claims resolutions; and

- management of design and construction projects and contracts.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

- Knowledge of various types of contracts (e.g., firm-fixed-price, fixed unit price, task order, indefinite delivery and cost-reimbursable) and methods of contracting (e.g., RFPs, RFQs, and IFBs).
- Skill in managing and administering multiple major procurements and contracts concurrently.
- Ability to perform detailed analyses of data and information and make recommendations.
- Well-developed ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
- Ability to use computer hardware and modern office suite software.
- Ability to establish and maintain effective relationships with contractors, key stakeholders, employees, managers, and others.

### **PREFERRED QUALIFICATIONS**

- Experience in the administration of public sector design and construction contracts from solicitation to closeout.

### **EDUCATION**

- A Bachelor's Degree in Engineering, Construction Management, Contract Management, Business, or related 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 five years of experience. For example, a master's degree may be substituted for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.
- Certification as a Certified Public Purchasing Buyer (CPPB) or national or federal certification in a recognized procurement certification/credential within two years of hire or placement in the job.

### **NECESSARY SPECIAL FACTORS**

- May move about areas of construction (including areas of unfinished construction and open terrain) to conduct on-site investigations.
- Ability to meet tight deadlines, changing priorities or interpersonal conflicts with contractors and claimants.