

JOB PROFILE SUMMARY

- Contracts Manager (Rail Project)
- Works under the general supervision of the Procurement and Contracts Manager.
- Serves in the Procurement and Contracts Department (Department) in the Office of Supply Chain Management (Office). Position is located at Dulles Corridor Metrorail Project office in Herndon, VA.

Performs pre-award and post-award contracting functions on large dollar value construction, architectural/engineering contracts, and other professional service type contracts in support of the Dulles Corridor Metrorail Project. Performs related functions.

GENERAL RESPONSIBILITIES

- 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. 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.
- Performs contract management and administration. Receives invoices and approves payment. Evaluates and negotiates often numerous and extensive contract changes which require adjustments to the contract price and scope and prepares modifications to the contract.
- Prepares sound analyses of complex contracting actions and prepares management briefings with recommended action.
- Participates in procurement planning and other departmental administrative activities.
- Performs other duties as assigned.

QUALIFICATIONS

- Seven years of progressively responsible experience in construction procurement and contracting.

KNOWLEDGE, SKILLS AND ABILITIES (KSA):

1. 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).
2. Knowledge of, and skill in, contract negotiation techniques.
3. Skill in managing and administering multiple, major procurements and contracts concurrently.
4. General knowledge of design and construction management processes and requirements.
5. Skill in effectively evaluating and negotiating contracts including the ability to perform detailed analyses of data and information and make recommendations.
6. Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
 - 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 utilizing U.S. Department of Transportation, Federal Transit Administration (FTA) funded third party contracting requirements for public service construction projects or experience with state transportation agencies such as Virginia Department of Transportation.
- Experience in public sector procurement and contracting, including construction or engineering.

EDUCATION

- A Bachelor's Degree in business, finance, contract management, 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 seven 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) 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.

- May experience some job pressure from tight deadlines, changing priorities or interpersonal conflicts with contractors and claimants.