

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

FUNCTIONAL DUTIES Serves as Director, Program Operations Metrorail Project, Dulles Corridor Metrorail Project (Project), Metropolitan Washington Airports Authority (Airports Authority). Provides leadership, direction and coordination to the engineering, project management, project controls, and construction facets of Phase 2 of the Project. Provides direction and oversight to areas of the Project including site acquisition, environmental compliance, design review, construction oversight, project controls (e.g., cost management and schedule management), change order analysis, safety, quality management, contracting officer's technical representative (COTR) support, contract management support, warranty management, permit closeout, contractor performance evaluation, and associated coordination with Airports Authority's consolidated functions. Operates at a key decision making level. Performs related functions.

With Directors of Phase 2 Package A and Package B, Director, Contracts and Controls, the staff and consultants of the Project, or personally, and in collaboration with the Executive Project Director, Dulles Corridor Metrorail Project (Executive Project Director), other executives and key staff throughout the Dulles Corridor Metrorail Project and the Airports Authority:

--Works closely with Phase 2/Package A design-build contractor, Capital Rail Constructors (CRC), and Phase 2/Package B design-build contractor, Hensel Phelps, and the Package Directors to ensure that construction progress is within the scope of work, budget, and schedule for the Project and that deliverables are accurate, complete, and signed off by the Federal Transportation Administration (FTA), Virginia Department of Transportation (VDOT), Washington Metropolitan Area Transit Authority (WMATA). Ensures that all work complies with (a) legal/regulatory requirements, such as building codes, safety codes, environmental regulations [including the National Environmental Policy Act (NEPA) and Environmental Impact Statement (EIS) requirements], US/Virginia Occupational Safety and Health Administration (OSHA/VOSHA) requirements, Americans With Disabilities Act (ADA) accessibility standards, Federal Transit Administration (FTA) requirements, Transportation Infrastructure Finance and Innovation Act (TIFIA) regulations, and other grant- funding/loan-reporting processes, (b) professional requirements/standards such as engineering design and construction principles, and generally-accepted project scheduling and control processes, and (c) other pertinent requirements/standards/guidelines such as Airports Authority human resource (HR) management and procurement guidelines.

--Implements broad policy guidance for Project planning, design and construction management activities.

--Keeps the Project's Executive Project Director and others (e.g., General Counsel and Manager, External Affairs Staff) informed of public or "high visibility," particularly complex or sensitive problems, and other matters that require their awareness/response.

--Reviews technical reports and administrative documents. Regularly meets with Project Directors and the Deputy Director, Program Management to monitor long term efforts and to discuss the progress of individual projects (technical issues, cost control and a wide variety of other concerns); identifies and defines problems, analyzes options and decides on best course of action; then, ensures coordination of action by/with subordinates, local governments, intergovernmental agencies, and public interest groups.

--With Package Directors establishes or facilitates operations, programs and projects that are comprehensive, integrated and forward-looking. Establishes broad policy guidance for subordinate entities (departments/teams) and personnel. Oversees program/service development and monitors daily project operations/administration throughout functional areas as well as administrative/logistical support of these entities that are provided by other units/entities such as the Office of Human Resources and Administrative Services, the Department of Procurement and Contracts, and the Office of Finance. Ensures compliance with Department of Procurement and Contracts and other Airports Authority policies. Provides feedback regarding policies and develops supporting tools to track compliance and standardize actions.

--Ensures coordination across subordinate units/teams such as project administration and controls, project development, project administration, risk management and project controls, and effective sequencing of work. Ensures legally/regulatory compliant, transparent, ethical, teamwork-oriented and customer service-oriented execution of all Project activities.

--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 officials, executives, managers, supervisors, professionals, and support staff), consultant-contractor managers and employees, vendors, suppliers, and as necessary WMATA management and staff, Federal and state regulators, and the general public.

--Sets the example in ethics and integrity for Project's units/teams. Works with peer directors/managers, subordinate managers and others in creating an organizational culture that fosters high standards of ethics, integrity, organizational responsibility and commitment to public service.

--Stays abreast of developments in engineering and construction management and technology, including, but not limited to, advances in project controls/scheduling, productivity and cost benchmarking, maintainability, sustainability, 'space age' materials/equipment and 'green' technology; of regulatory requirements affecting the assigned functional domains; and of major issues affecting the Dulles Corridor Metrorail Project (such as emerging issues in heavy rail design and construction as they may pertain to Phase 2); advises members of the Project of these items, as appropriate.

--Uses a computer and various software, such as but not limited to: (a) modern office suite software for planning, scheduling, communicating (email), word processing, spreadsheet applications, presentations, etc., (b) specialized Enterprise Resource Planning (ERP) software for budgeting, accounting, requisitioning, project planning/tracking, etc., and (c) specialized

engineering software (such as Primavera P6) for project management, engineering applications, etc.

--Operates a motor vehicle to visit Project construction sites, on the airports complexes (landside), and off the airports to attend meetings, and perform related functions.

--*Performs other duties as assigned or as determined on own initiative.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of assigned functions and operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

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 Engineering or an equivalent combination of education, experience and training that totals four years.
2. Nine years of progressively responsible experience (with emphasis in civil and structural engineering) that includes substantive work in the range of DUTIES in this job description. These nine years must include: (a) experience as a manager in engineering and construction at the first level of management and (b) Specialized experience in heavy rail engineering and construction.

Included in the specialized experience requirements above 2(a) and 2(b) are evidence of well-developed skills (i) in conceiving, planning and organizing work, and in deploying and managing resources (human, financial, equipment, etc.) for engineering and planning/design/construction projects of major scope, complexity and cost — such projects exceed a cost of \$100 million and require supervision of safety and quality professionals among other characteristics; (ii) in defining and assessing the 'big picture' of current and future engineering and construction wants and needs from both programmatic and project perspectives; (iii) in managing multiple related projects; and (iv) in identifying interdependencies and interactions in engineering functional domains and construction, such as infrastructure planning or development that crosses the specialties of civil, environmental and mechanical engineering across the continuum of heavy rail planning-design-construction.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these nine years of experience. For example, a master's degree in any field providing a strong foundation for performance of the DUTIES in this job description may be substituted for two years of these nine years of experience.

3. Education, experience or training indicating the ability to perform successfully as a second level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.

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. Ten years of progressive civil engineering management and leadership experience in a complex, multi-project work environment dealing with a broad range of stakeholders.
2. Experience managing and coordinating engineering projects within a public sector environment.
3. A current Professional Engineer license.

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 Airports Authority management functions, policies and procedures including EEO principles and requirements and knowledge of supervisory principles, altogether to

manage the operations and programs of the unit/team and to perform supervisory functions.

2. Comprehensive professional knowledge of the concepts, principles and practices of engineering (especially civil and structural engineering), as well as extensive knowledge of architecture and commercial-industrial construction, with strong emphasis on planning, design and construction of a heavy rail project, and knowledge of related engineering disciplines (such as environmental, systems, electrical and mechanical engineering), altogether to assist the Executive Project Director and the Package Directors in envisioning, determining feasibility of, analyzing/controlling costs of, and otherwise strategically directing and tactically overseeing the Dulles Corridor Metrorail Project Phase 2, and to perform related functions. This body of knowledge includes but is not limited to:

Knowledge of quality assurance, knowledge of project controls (e.g., scheduling, costing, estimating and reporting), of market data (such as contracting costs and materials costs) and knowledge of cost management (including management of change orders and claims) in engineering and construction altogether to ensure the projects are high quality, on time, within budget, and meet other critical objectives.

Knowledge of budgeting, accounting and finance sufficient to review initial project cost estimates as well as cost modifications associated with changes in requirements or budgets, to understand and report work progress in conjunction with budget use, and to perform related functions, all at the level of a construction executive. This includes knowledge of grants and loans, other financial instruments used to fund Airports Authority projects, and applicable grant and loan processes.

Knowledge of Virginia, Federal Transit Administration and Washington Metropolitan Area Transit Authority rules, regulation, policies, and procedures related to engineering.

3. Knowledge of business administration principles sufficient to discuss changes, trends and impacts with a wide variety of stakeholders and to interact successfully with consultants (including architectural and engineering (A&E) firms), general contractors and others who are concerned with profit/loss issues.
4. Knowledge of key regulatory requirements/standards/guidelines applying to a wide variety of major engineering and construction projects such as FTA and TIFIA requirements, EPA (NEPA, EIS and environmental permitting) requirements, ADA public facility accessibility requirements, and OSHA/VOSHA standards to ensure project compliance with Federal, Virginia, local and Airports Authority requirements and standards.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems, identifying relevant information, dealing with divergent, concrete or abstract variables, making balanced recommendations and decisions, and exercising mature judgment. Examples include developing or approving and using cost/service/other metrics to analyze and evaluate productivity and recommend or approve new policies and procedures to

increase productivity, improve response times, improve other aspects of customer service, etc., while controlling costs; identifying and analyzing applications of technology to help solve engineering and planning/design/construction problems or improve engineering and planning/design/construction work processes, including evaluation of new work control systems.

6. Knowledge of technical aspects of bid analysis; and knowledge of Airports Authority specific contracting procedures, its solicitation process and special policies related to the contracting of engineering or construction work, altogether to perform contract management functions.
7. 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 listening 'actively' and encouraging effective oral communication by others, such as managers and staff on the Project, internal stakeholders (at higher, peer and lower echelons) and external stakeholders (such as funders, regulators, public/special interest groups and the general public), and skill in making formal presentations on high 'visibility' and highly sensitive or controversial engineering and planning/design/construction projects. Purposes include exchanging routine and non-routine factual information, meeting and reaching consensus with others, and influencing, and convincing or persuading them concerning 'high stakes' projects.
8. Skill in written communication to understand written information, draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand and, at times, be convinced or persuaded. This includes skill in reading and reviewing information to stay abreast of advances of engineering and design/construction technology and management, to understand wants/needs/perspectives of various stakeholders, and to understand technical data and administrative information, as well as skill in preparing routine memoranda and drafting or reviewing technical documents.
9. 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 (includes Internet use to search out new products and technologies); (b) enterprise system/software for requisitioning, budgeting, project planning, time and attendance reporting, payroll, and other functions; and (c) specialty systems/software such as Primavera P6 for project management, engineering applications, etc., used on the Project.
10. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
11. Demonstrated ability to perform work of unusual difficulty in the executive management of large scale, complex transit engineering and construction projects, with participation by multiple agencies and jurisdictions, including the mature judgment, extraordinary discretion and thoughtful decisiveness to perceive the critical impact and subtle implications of issues,

make sound and timely recommendations and decisions, and serve as a trusted advisor to the Project's Executive Project Director.

12. Commitment to ethics and integrity in the public service to ensure ethical and transparent team operations, set the example for integrity within the areas of functional responsibility and perform related functions.
13. Ability and willingness to work under pressure, maintain emotional self-control and provide managerial-level engineering and construction leadership during critical situations.

RESPONSIBILITY Is responsible for all systems, plans, programs, policies and operations/ services of the Project as assigned by the Executive Project Director. The provided strategic and tactical leadership affects the delivery of high quality, on time and within budget and other deliverables.

Reports to the Executive Project Director (Supervisor) who assigns functions and priorities and makes special assignments. Most work comes to the incumbent through established work flows and by special assignment. Some work is effectively levied by special reports or requirements (such as internal audits, law/regulation changes, environmental studies, etc.); other work is self-generated due to new technology, 'best practices' and other catalysts. The incumbent personally plans strategically and tactically, ensures continuous assessment of wants and needs for engineering and planning/design/construction, fosters continuous improvement in programs, policies, procedures and services, solves problems that are technically or administratively complex (such as identifying ways and means of integrating or improving technologic advances into project planning, design and construction, weighing costs and benefits, solving engineering management problems having multiple variables that transcend functional domains, and controlling costs while improving quality) and highly sensitive (such as deftly handling special issues that may present paradoxes). Keeps the Supervisor and other parties informed. Seeks guidance on highly sensitive issues. Regularly makes key recommendations or decisions to meet current and future challenges that have potential for critical impact on compliance with legal/policy requirements, effectiveness and practicality of projects, deployment of people to meet Project engineering needs, and more. May regularly make key technical and administrative decisions regarding program actions that may have major impact on the Project and key budgetary decisions. Work is expected to be timely, accurate and thorough in terms of identification of issues, consideration of options and effectiveness of recommendations/decisions. Typically, work is reviewed periodically in terms of fulfillment of program goals and objectives and effectiveness of advice, as well as quality, quantity, timeliness, customer service, and specific performance management goals and measures.

Guidelines include, but are not limited to, Dulles Corridor Metrorail Project funding sources (such as Federal/state loans/grants and Dulles Toll Road Revenue), restrictions and reporting requirements; a wide array of regulatory requirements, such as environmental regulations and reporting requirements, building codes, fire codes, life safety codes, etc.; design and design-build project management techniques and software; professional engineering principles and technical manuals; the ADA regarding accessibility of public facilities; specific design, design-build and

construction contracts; requirements of project sponsors (grantees) such as the FTA and the Federal Highway Administration and their special emphasis contracting programs; the Airports Authority's procurement/contracting processes and its special emphasis programs (such as LDBE and DBE/WBE participation), EEO requirements and other administrative requirements and support program policies and processes; and general references such as dictionaries and style manuals. Some of these guidelines leave gaps, while others allow for wide discretion. The incumbent uses judgment and initiative to assess implications of issues, develop solutions and make recommendations or decisions providing an effective response that appropriately balances competing technical, administrative, budgetary and other types of demands.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze costs and perform other tasks; operates other office equipment. Routinely exchanges information by telephone. Regularly reviews contracts, construction plans, and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure due to tight deadlines, changing priorities, or interpersonal conflicts with contractors. May be exposed to some adverse weather conditions and dust/grease/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed at a work site.

OTHER SIGNIFICANT JOB ASPECTS None