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 the Engineering and Construction Safety Program Manager for the MetroRail Project in the Office of Engineering, Metropolitan Washington Airports Authority (Airports Authority). Formulates, establishes and enforces policies and procedures for safety in development and execution of all construction projects for the MetroRail Project. Provides safety management policy and technical guidance to employees managing, and the consultants, designers and construction contractors supporting, the various projects on the MetroRail Project. May provide similar support services to other Airports Authority Offices and staffs upon request. Performs related functions.

--As the Airports Authority's principal staff safety advisor and subject matter expert (SME) for construction safety on the MetroRail Project, works closely with the Department of Risk Management and the Fire and Rescue Department (especially the Fire Marshal), and coordinates with the Airports Authority's Engineering and Maintenance departments and staff, consultants, and construction contractors, as necessary, to establish safety policies and procedures and to monitor and enforce compliance for safety in all MetroRail projects. Functions include:

Develops, coordinates, and interprets safety directives and procedures; inspects facilities and construction sites for compliance with safety requirements.

Conducts and coordinates inspections of facilities, equipment, and property owned or operated by the Airports Authority, of construction sites and of other operations on the MetroRail Project to observe and report on adherence to safety regulations/guidelines.

Provides safety training and safety guidance to MetroRail Project employees.

Researches, interprets and enforces safety, occupational health and fire protection regulations to ensure the MetroRail Project is in compliance.
Prepares comprehensive safety policy manuals, policies, and procedures.

Oversees the development and conduct of safety education and training programs by consulting firms and construction contractors working on the MetroRail Project.

Works closely with the Safety Program Manager of the Risk Management Department and the Fire Marshal of the Fire and Rescue Department.

Communicates the results of inspections through written reports and/or meetings with responsible parties. Recommends corrective actions and preventive measures to address unsafe practices or conditions. Conducts follow-up visits to confirm correction of deficiencies.

--Reviews, and coordinates reviews conducted by outside parties of, (a) project specifications and plans for new facilities or site construction to ensure safety considerations have been addressed, and (b) construction diagrams and blueprints at 30, 90, and 100 percent completion,

and provides comments on safety systems and considerations. Coordinates with architects and engineers concerning industry 'best practices' to mitigate safety issues and recommends enhancements, as needed.

--Conducts and coordinates investigations of construction accidents/incidents. Prepares summaries of investigation findings for submission to insurers, the Airports Authority Risk Management Department, and senior- and executive-level management. Serves as technical advisor to senior- and executive-level management and presents recommendations for review and action, as necessary.

--As the Airports Authority SME for construction safety on the MetroRail Project, provides support to legal proceedings concerning investigations and findings related to design and construction disputes or incidents.

--Gathers and analyzes data for the purposes of reporting and analyzing construction related risks and incident trending; recommends ways to reduce or mitigate risk and avoid future accident(s)/insurance claim(s).

--Monitors and evaluates contractor safety practices and work activities with an emphasis on daily operations, construction, and construction management activities to ensure the work conforms to contract documents and industry standards,

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

--Uses a computer and modern office suite software for various office applications (email, word processing, spreadsheets, etc.) and specialized software [such as Oracle Enterprise Resource Planning (ERP) software and specialized safety management software] to perform daily work.

--Drives a sedan or other vehicle to work sites to conduct QA/QC inspections or training, to attend meetings, and to perform other 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 Construction Engineering, Construction Management, Occupational Safety, Industrial Engineering or any other 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; the Bachelor's Degree (or equivalent combination of education, experience and training) must include, but is not limited to, acquisition and exercise of knowledge/skills in the areas of (a) working at heights and fall protection, (b) crane safety, (c) maintenance of traffic, (d) electrical safety, (e) mechanical safety, (f) hazardous material handling, (g) trenching and excavation, (h) fire safety, (i) confined space entry and safety, and (j) train/track safety (light or heavy rail).

2. Seven years of progressively responsible broad-based experience in commercial/industrial and large-scale construction safety that includes substantive work in most of the DUTIES in this job description. Examples of such experience include: (a) investigating and reporting on safety contraventions and accidents, (b) analyzing safety accidents/incidents and assessing trends to improve safety and reduce risk of accidents and insurance claims, (c) working with risk management personnel, construction management personnel, construction supervisors, work crews and others to develop, train and implement construction safety program improvements, (d) developing safety program policies and procedures and ensuring compliance thereto, and (e) applying Federal and state or local regulations, industry standards/guides and other standards/guides to ensure effective safety reporting and safety program compliance altogether concerning such matters as, but not limited to, excavation and trenching, working at heights and fall protection, electrical safety, mechanical safety, hazardous materials handling, crane safety, fire safety, confined space safety, train/track safety, and maintenance of traffic safety, all in context of large-scale construction projects.

   A Master's Degree in Construction Engineering, Construction Management, Occupational Safety, Industrial Engineering or any other field providing a strong foundation for successful performance of the DUTIES in this job description may be substituted for two of these seven years of experience provided it includes acquisition of bodies of information relevant to such items as 2(a) through 2(e) above.

2. Certification as (a) a Certified Safety Professional (CSP) from the American Society of Safety Engineers (ASSE), (b) a Certified Safety Manager (CSM) from the World Safety Organization (WSO) with a focus on construction (WSO-CSM for Construction), or (c) a fully equivalent certification.

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.
None.

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 typically be acquired on the job; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of Federal and Virginia Occupational Safety and Health (OSHA and VOSH) and Environmental Protection Agency (EPA) regulations, knowledge of National Fire Protection Association (NFPA) standards, knowledge of American National Standards Institute (ANSI) standards, and knowledge of National Institute for Occupational Safety and Health (NIOSH) standards altogether to prepare and recommend construction safety policies, programs, and procedures, to conduct inspections, to identify and respond to training needs in safety, and to perform related functions.

2. Comprehensive knowledge of the concepts, principles and practices of 'safety engineering' and safety management, with emphasis on commercial/industrial-level civil, electrical, mechanical, and structural engineering, to establish safety engineering and construction safety policies and procedures, to monitor and enforce compliance on MetroRail Project construction, and to perform related functions.

3. Knowledge of safety programs (including standards, policies and procedures) that are specific to the industrial engineering, environmental engineering, civil/structural-electrical-mechanical engineering and construction domains, as well as the hazard identification, analysis and control techniques, utilized in construction plans and construction operations to ensure construction plans and construction operations meet 'best practices' in construction safety. This includes knowledge of the Airports Authority Safety Program and Manual and the Engineering and Construction Safety Program.

4. 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, and making balanced recommendations and decisions. Examples include applying mathematical concepts to civil/structural and other engineering construction management problems, with emphasis on safety management; preparing comprehensive construction safety policies and procedures; analyzing construction plans and operations to identify hazards; assessing ways and means of mitigation and making recommendations/decisions on mitigation alternatives; reviewing accident reports and on-site investigation of accidents for various purposes including to document/report findings and to identify trends to recommend corrective actions to lower risk; and inspecting operations for compliance with safety standards.

5. Skill in oral communication to understand verbal information (including facts, descriptions, ideas, concepts, conflicting assertions and arguments), and to express such information verbally so that others will understand, and concerning some issues, be convinced or persuaded. This includes the ability to encourage effective oral communication by others, such as engineering/architecture project managers, superintendents, and crew supervisors. Examples include explaining safety requirements, discussing accidents and advocating for adherence to best practices' beyond threshold requirements/standards.

6. Skill in written communication to understand written information (facts, descriptions, ideas, concepts, conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and concerning some issues, be convinced or persuaded. This includes skill in the review of the written work of others, such as construction safety plans developed and

submitted for a project by engineering/architecture firms. Other written communication examples include preparation of project safety reports and development of overarching construction safety guidelines.

7. Skill in using a computer and modern office suite software (such as MS Office) to plan, schedule, communicate (email), write reports, research (Internet), and perform other functions, and skill in using specialized software for safety management purposes.

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

RESPONSIBILITY Is responsible for development, implementation, and enforcement of the Office of Engineering's Engineering and Construction Safety Program and initiatives for the MetroRail Project. This effort contributes directly to the ability of the Airports Authority to design and construct the MetroRail Project in a timely and cost effective manner while at the same time ensuring the safety and well-being of contractor-construction personnel, Airports Authority staff, and others in the vicinity of construction projects.

Reports to the Airports Authority’s Safety Manager (Supervisor) who makes initial assignments in terms of functional responsibilities, overall objectives, priorities, and special considerations. Most work flows to the incumbent consistent with established processes for assigned functions. The incumbent performs work independently; this includes planning one's own work, including program development/documentation, trend analysis and status reporting within delegated authority, while keeping the Supervisor informed of critical or unexpected issues or developments. Incumbent seeks Supervisor's guidance on non-routine problems, typically presenting it with thorough analysis, advice and recommendations. Work is expected to be accurate and adequate and to adhere to guidelines. Typically, the work is subject to review for quantity, quality, timeliness, customer service, and other factors, including specified performance management goals and measures.

Guidelines include, but are not limited to, construction safety concepts, principles and practices, Airports Authority safety program guidelines (including the Airports Authority Construction Safety Manual), OSHA, VOSH and EPA regulations, NFPA standards, ANSI standards, NIOSH standards, the Airports Authority Design Manual, the Office of Engineering's project management system, contract specifications and documents, technical manuals related to construction, and Airports Authority administrative program guides and processes. The incumbent uses judgment to select and apply and, occasionally, to develop recurring or special reports, help develop internal guidelines to accomplish or track work more efficiently, and perform related functions.

EFFORT Work is primarily sedentary, but includes frequent visits to work sites which require traversing areas of uneven terrain and unfinished construction, and moving and positioning self to gather data in the field and inspect work on site. Occasionally observes construction in progress during periods of inclement weather. When in the field responds to alarms of construction or service vehicles driving in reverse. Regularly uses computer equipment, a calculator, telephone, radio, and other electronic equipment. Regularly reviews drawings,

printouts, and other documents containing small print, symbols, and engineering notations. Transports files, opens and closes file drawers, and performs similar activities. In driving, operates vehicle using judgment in consideration of weather, traffic, and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, adequately ventilated and temperature controlled office and conference rooms; however, occasionally works outdoors at job sites amid construction. While in the field, is subject to adverse weather conditions and dust/grease/dirt. Maintains situational awareness and follows established safety procedures and practices to eliminate, avoid, or minimize potential hazards to self. Wears personal protective equipment, as necessary.

OTHER SIGNIFICANT JOB ASPECTS May be required to occasionally work nights and weekends depending on project management requirements and other factors. Certification (see MQ 3) must be maintained.