

***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 Equipment Programs Coordinator in the Equipment Maintenance Division (Division) of the Engineering and Maintenance Department (Department) at Washington Dulles International Airport (Airport), Metropolitan Washington Airports Authority. Coordinates assigned heavy equipment maintenance programs for the Division and Department including projects that involve several trades, such as diesel mechanics, welding and painting. Manages assigned service and supply contracts, assists in maintenance and repair management support activities, and helps analyze, plan and schedule the Division's heavy equipment operations. Provides technical expertise on maintenance related-issues; develops plans for the replacement and purchase of capital and non-capital equipment and other budget related tasks, as required. Performs related functions.

Works with the Department Administrative Programs Specialist in developing, revising, and submitting necessary paperwork for Department equipment procurements (e.g., annual and multi-year budget plans). Acts as the liaison to other Divisions within the Department regarding planning equipment related special projects including vehicle replacement plans and specifications, analysis of upcoming requirements versus equipment inventory, and necessary budgeting to accommodate replacements and acquisitions. Coordinates and performs final checkouts, commissioning, and startup of new equipment as well as training for Division personnel in new equipment operation and maintenance functions. Works with Department shop supervisors and planners to coordinate work among the several equipment maintenance work areas. Recommends schedule revisions to maintenance schedulers when the schedule is impacted by material considerations. Assists shops in determining equipment scheduling dates by taking estimated delivery dates of materials and equipment into account.

Researches, writes, and develops detailed statements of work and product schedule documents for contractual services. Develops technical evaluation criteria within Airports Authority guidelines for the selection of contractors. Develops, writes, and edits detailed and itemized technical specifications and prepares special justifications for various equipment and vehicle purchases. Provides technical evaluations as required. Reviews equipment requests from other Departments, Divisions, and Sections for the replacement of vehicles and new equipment requests. Reviews work order data and requests vehicle surveys to conduct usage, cost-benefit, and budgetary analyses for Department and Division managers for decision-making.

Maintains industry contacts with equipment manufacturer representatives, the Upfitter community, and the aviation industry for information to assist in developing specifications for equipment or services that may be required and collaborate on developing trends and best practices. Participates in annual conferences and seminars such as the AAAE Snow Symposium and Large Hub Conferences. Coordinates with counterparts at Ronald Reagan Washington National Airport (DCA).

Tracks and manages the Capital Equipment Replacement program by tracking vehicle utilization, age, maintenance expenditures, lifecycle costs, and useful life expectancy of mobile capital equipment. Maintains a rolling five year plan to forecast equipment replacement purchases.

Oversees and monitors the Division's blanket purchase order (BPO) contracts, invoices, and purchase requests. Maintains computerized database of all Division's mobile equipment asset records. Initiates transfer and excess of vehicles and equipment due to replacement, utilization, or reassignment. Prepares reports for management and, as required, by other entities such as Police Department, Fire and Rescue Department, Budget, the Procurement Department. Maintains follow-up records and prepares reports such as utilization reports, contract expenditures, etc.

Acts as the centralized caretaker of the fleet maintenance management system and fuel management system and its automotive fueling sites. Enters fleet asset assignment information into the computerized maintenance management systems (CMMS).

Provides maintenance management support to two equipment Sections within the Division. Interacts with outside suppliers and contractors as the technical representative for IAD on vehicle maintenance issues. Acts as the liaison between the shop supervisors and division manager, prior to and during the budget cycle, to ensure that variations in past and future spending levels are recognized and accounted for in an appropriate manner.

Identifies major equipment, tools, spare parts and operating instructions needed to support division operations. As assigned or deemed necessary, receives and/or inspects equipment and supplies to ensure they meet requirements. Maintains capital equipment material receipt records, including copies of purchase orders, title and tag requests, and excess reports and ensures delivery of material to appropriate destination. Arranges for delivery of new equipment purchases to the Airport. Confers with planners, supervisor, managers and others to establish scope of problems, priorities, and amount of time and material to accomplish work. Prepares purchase requests and monitors funding as appropriate. Reviews changes to planned and corrective maintenance job orders and requests amendments as may be deemed appropriate. Monitors the expenditures on job orders to see that cost estimates are not exceeded without notifying proper individuals and requesting amendments authorizing the expense. Reports to higher levels when situations threaten the completion of jobs. Recommends to the appropriate manager or supervisor new procedures and improvements in the use of personnel, equipment, and space.

Serves as the Airport's snow removal equipment coordinator for the Dulles Airport Access Highway, interior roads, Mobile Lounge access areas, service roads, the airfield and runways, and Airport grounds.

Keeps abreast of technical developments in diesel mechanics, planning and scheduling and related subject areas. Attends conferences, seminars, and training. Maintains familiarity and compliance with Department of Transportation and Federal Motor Carrier Safety Regulations as they apply to equipment usage and purchases for the Airport.

Operates a pick up truck or other vehicle airside and landside (on and off the Airport complex) to perform various functions.

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

managers, supervisors, professionals, and support staff), vendors, and suppliers.

Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, manipulate data (spreadsheets and databases), and perform or conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special systems/software such as CMMS and fuel management system used in the Department.

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

***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 high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Six years of progressively responsible experience in fleet maintenance management that includes substantive work in most of the DUTIES in this job description including: (a) heavy equipment maintenance; (b) contract administration for heavy equipment (development of contractual statements of work, technical specifications and technical evaluation criteria, and price schedules for heavy equipment); and (c) fleet cost allocation analysis.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two years of these six years of experience. For example, an associate's degree in any field that indicates the ability to successfully perform the DUTIES in this job description may be substituted for two years of experience.

### **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. Airport Safety and Operations Specialist (ASOS) from the American Association of Airport Executives (AAA).
2. North American Fleet Administrator Certification.
3. Reliability Centered Maintenance (RCM) Certification.
4. Experience with equipment for Airfield snow removal.

### **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 mechanical, electrical, and/or hydraulic systems for different types of light and heavy mobile equipment at the journey level, including the maintenance and repair of this equipment, to procure the right equipment and to help plan, analyze and improve overall operations of the Equipment Maintenance Division. This includes knowledge of complex troubleshooting as well as routine maintenance and repair as they apply to the heavy equipment procurement, maintenance and repair cycle.
2. Knowledge of maintenance and repair operations and planning and scheduling for recurring heavy equipment purchases to help plan for, control and enhance the use of labor, material, and other resources in the heavy equipment procurement, maintenance and repair cycle.
3. Knowledge of the light and heavy mobile equipment needs of the Airport; knowledge of the Airports Authority's material management procedures, procurement processes, and its suppliers; knowledge of the Division's operational processes; and general knowledge of cost control requirements altogether to accomplish core planning, scheduling and equipment procurement functions.
4. Knowledge of Federal, state, and Airports Authority safety rules and procedures to work safely and ensure that the Division's operational procedures and practices are performed safely.
5. 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 identifying procurement, planning and scheduling issues and ways to improve heavy equipment purchase, maintenance and repair operations and estimating time, quantities, costs and other factors.
6. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. Examples include: exchanging routine and non-routine operational and procedural information with co-workers and workers from other areas and equipment stakeholders.
7. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. Examples include reading technical-operational materials (such as technical manuals, maintenance schedules, and work orders) and administrative-programmatic materials (such as Airports Authority supply procedures), and writing briefly about similar types of matters including contract specifications and sole source justifications.

8. 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 perform or conduct research (Internet use); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, and other functions; and (c) special systems/software such as CMMS and fuel management system used in the Department.
9. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.

**RESPONSIBILITY** Is responsible for working with the Division Manager in planning, analyzing, and improving the Airport's equipment maintenance and repair operations. Reports to Manager, IAD Operations and Maintenance (Equipment Maintenance Division) (Supervisor) who assigns functional responsibilities, goals and resources and provides other parameters for ongoing work, adjusting priorities as needed. May receive work requests from either of the two Shop Supervisors. The Supervisor provides general instructions concerning specific work assignments, new or revised procedures, and technical advice and guidance on special cases. Within this framework, the incumbent works independently on a day-to-day basis, keeping the Supervisor apprised of progress and significant issues or problems. The Supervisor reviews work upon completion, or in progress in some situations, to help assure compliance with requirements, recommendations for increased efficiency and other operational improvements, as well as quantity, quality, timeliness, customer service, teamwork, adherence to guidelines, and other factors, including specific performance management requirements.

**EFFORT** The work is primarily sedentary and typically requires light to medium physical effort as in opening/closing file drawers, lifting and carrying files, plans, etc., and moving equipment and other objects weighing 20 to 80 pounds or more while inspecting new equipment, operating heavy equipment, 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 cost proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone and radio. Reviews parts catalogues, technical manuals and other documents containing small print on a regularly recurring basis. 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. However, regularly visits shops and other job sites which can expose the incumbent to dust, dirt, grease, unpleasant odors, and hazardous substances; noise from engines; possible burns from caustic chemicals or heated engine components; and potential for slipping on oily surface while working with mechanics when inspecting and/or analyzing various mechanical problems associated with equipment. Is subject to inclement weather when involved in snow removal operations. Takes care and wears personal safety gear and takes safety precautions when working in shop area or on/near equipment. Is also subject to significant job pressures, frustrations and interpersonal conflict situations from core equipment program functions involving highly time-sensitive assignments, unpopular decisions and recommendations, and other similarly adverse working conditions.

**OTHER SIGNIFICANT JOB ASPECTS** Subject to holdover and recall on a 24-hour basis for essential services and emergencies such as snow removal.