

As a Facilities Maintenance Contract Technician, you will oversee small contracts as well as monitor larger contracts that provide trades, crafts, and maintenance services for facilities and grounds maintenance at Washington Dulles International Airport (IAD).

JOB DESCRIPTION

- Facilities Maintenance Contract Technician
- Works under the general supervision of the Facilities Maintenance Contract Technician Supervisor.
- Serves in the Airport Service Contracts Division of the Engineering and Maintenance Department at Washington Dulles International Airport (IAD).

Develops and administers small, limited duration contracts for trades, crafts, and maintenance services and identifies opportunities for cost savings or avoidance through pricing structure, work management techniques, or contract consolidation. Performs related functions.

GENERAL RESPONSIBILITIES

- Monitors contractors' performance for compliance with contract terms and conditions.
- Performs scheduled and unscheduled inspections on facilities, pavement, guardrail and mechanical systems and documents findings in an electronic database.
- Generates reports for analysis of contractors' performance and compliance. Provides feedback to Contracting Officer's Technical Representatives (COTRs) regarding contractors' performance.
- Provides input on the development of contract standards, budgets, tasks, and frequency of performance.
- Reviews, interprets, and applies pertinent provisions of the Airports Authority Contracting Manual for goods and services contracts.
- Inspects or acts through others to ensure contractors' work meets contract terms and conditions, generally accepted trade practices, and includes the appropriate quality and quantity of materials and/or parts.
- Interacts with airlines and other end-point customers to determine whether quantity and quality of service needs are being met.
- Identifies and documents contractor deficiencies, issues a work order for corrective action, follows up, and re-inspects closed work orders.
- Develops, maintains, and uses the Computerized Maintenance Management System (CMMS) database and software to record work and analyze staff, contractors, and conditions.
- Investigates and documents complaints and problems. Performs field work, collects data, takes and records measurements, and marks-up contract drawings for revision.
- Develops and manages simple contracts; researches scope and technical requirements.
- Certifies invoices for payment or withholds payment.
- May serve as an evaluation committee member for negotiated contracts.
- Assists and substitutes for COTRs on the development, administration, and quality assurance of contracts administered within the team.
- Performs other duties as assigned.

QUALIFICATIONS

- Three years of progressively responsible experience in facility maintenance or service contracting, including carrying out quality assurance inspections on a full array of trades, crafts and maintenance services; performing inspections and documenting findings; and providing feedback to the COTR and contractor.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and experience working in one or more of the following trades: HVAC, electrical-mechanical systems (e.g., elevators, escalators, moving walkways, baggage handling systems), fire alarm and suppression systems, other electro-mechanical trades or structural maintenance trades, or a combination of other trades such as paving, landscape maintenance, custodial services, and snow removal services.
2. Knowledge of contracting and facilities maintenance and ability to apply it to determine contractor performance requirements, detect substandard work, and evaluate contractor performance for quality assurance and contract compliance.
3. Knowledge of generally accepted resources, materials, contracting practices, and workmanship for facilities maintenance and trades to understand contract performance requirements, inspect for quality assurance and contract compliance, detect substandard work, evaluate contractor performance, and report the need for corrective action.
4. Ability to analyze data (including blueprints and schematics).
 - Ability to work safely and knowledge of the safety rules, regulations, and procedures needed to do so.
 - Ability to speak and write effectively.
 - Ability to interact with contacts in a businesslike, customer service-oriented manner.
 - Skill in using a computer, computerized work order system, office suite software, and databases for tracking contracts data.

PREFERRED QUALIFICATIONS

- An Associate's Degree or advanced professional certificates in Facility Maintenance Management or Contract Management.
- Four years of experience overseeing facilities maintenance or service contracting.
- Experience in monitoring contractors' performance for compliance with contract terms and conditions.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Operates vehicle landside and airside (requires AOA permit).
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Is required to work rotating and some weekend shifts to ensure adequate coverage and oversight of contractors.
- May be subject to hold over and recall on a 24-hour basis for essential services and emergencies.
- May lift or move objects weighing up to 50 pounds.
- May be subject to adverse weather conditions and dust, grease, dirt, loud noises and potential hazards common to the airport environment and construction industry when inspecting sites. Wears personal protective gear, as necessary.