

As a General Engineer (Construction Support), you will assist with the management of large, multi-million dollar construction programs and individual projects at the Airports Authority.

JOB DESCRIPTION

- General Engineer (Construction Support)
- Works under the general supervision of the Construction Department Manager.
- Serves in the Construction Department (Department), of the Office of Engineering (Office). The position is located at Ronald Reagan Washington National Airport (DCA) but also supports construction projects at Washington Dulles International Airport (IAD) and the Dulles Toll Road (DTR).

Assists Contracting Officer's Technical Representatives (COTRs) in administering and managing multi-discipline construction projects of varying sizes by analyzing financials and monitoring/controlling expenditures and costs. Assists COTRs with contracts administration, performs special studies, and provides administrative/technical support on construction contracts. Performs related functions.

GENERAL RESPONSIBILITIES

- Assists in the development of detailed budgets including forecasts of financial needs and project cost plans, and enters all data into the project management information systems.
- Assists with the formal presentations to technical and non-technical groups on the progress and costs of the Capital Construction Program (CCP), the Capital Operating and Maintenance Investment Program (COMIP) at DCA and IAD; the Dulles Corridor Capital Improvement Program (CIP); and the Dulles Corridor Repair and Rehabilitation Program (R&R) for the DTR.
- Coordinates and assists with providing technical advice on all phases of construction and on modifications to project data (scope, schedules, budgets), to help keep projects on track, on time, and within budget.
- Analyzes, reviews and reports on cost/budget expenditures noting anticipated variances and exceptions, project and contract costs, project progress, status of construction phases and project schedules, financing, construction activities, completions, and scopes of work.
- Monitors and maintains the accuracy and timeliness of project and contract financial information, including budget adjustments, revised forecasts, purchase orders, periodic invoices, contract changes and modifications, and in the project management systems.
- Assists with administration of construction costs and finances; reports on the impact of various types of contracts and change orders, on budgets, forecasts, cash flow projections, requisitions, modifications and invoices; manages project controls and electronic documents.
- Develops and prepares project specific reports on CCP, COMIP, CIP and R&R budgets.
- Analyzes systems/programs for safety, quality and cost controls, scheduling and planning.
- Performs special studies and assists staff maintain, establish, improve, and/or revise Airports Authority policies, procedures, and construction management guidelines.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in engineering or large scale civil/structural engineering construction projects including administering project controls, records management, and maintaining construction project financials, budget, and schedules.

One year of specialized experience in industrial/commercial construction project controls and administration is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of the concepts, principles and practices of civil and structural engineering project management and project management systems/software.
- Knowledge of construction industry project practices and of construction project safety requirements and guidelines.
- Ability to perform detailed analysis of data and information including the ability to apply mathematical concepts to construction problems.
- Ability to speak and write effectively with emphasis on the ability to communicate detailed information in non-complex, easily understood written and graphic formats.
- Skill in using a computer, modern office suites and project management systems/software.

PREFERRED QUALIFICATIONS

- Commonwealth of Virginia designation as an Engineer in Training (EIT) or verification of passing on the Fundamentals of Engineering (FE) examination offered by the National Council of Examiners for Engineering and Surveying (NCEES) from the jurisdiction in which the examination was taken.

EDUCATION

- Bachelor's Degree in Engineering, Architecture, Construction Engineering or Construction Science 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 four years of experience. For example, a Master's Degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Requires occasional work at construction sites which may expose the incumbent to adverse weather conditions and dust/grease/dirt. Uses personal protective equipment as needed.

- Work is typically reviewed in progress and upon completion for accuracy, quality, quantity, timeliness, adherence to guidelines, teamwork, customer service, and other factors.
- May be required to occasionally work nights and weekends depending on project management requirements and other factors.