

As a Facilities Maintenance Contract Coordinator, you will administer a full array of facilities maintenance service and supply contracts for the Airports Authority.

JOB DESCRIPTION

- Facilities Maintenance Contract Coordinator
- Works under the general supervision of the Service Contracts Manager or Toll Road Operations and Technology Manager.
- Serves in the Maintenance Engineering Division of the Engineering and Maintenance Department at either Ronald Reagan Washington National Airport or Washington Dulles International Airport; or in the Operations and Technology Division at the Dulles Toll Road.

Develops, administers and quality assures assigned maintenance/service contracts across a full array of trades, crafts and services. The contracts may include, but are not limited to: equipment maintenance and repairs, structural maintenance and repairs, landscaping design and maintenance, etc. At all phases of the contract cycle, identifies opportunities for cost savings or cost avoidance through pricing structure, work management techniques, or contract consolidation with counterparts. Performs related functions.

GENERAL RESPONSIBILITIES

- Prepares for and develops maintenance service contracts and decision support information for outsourcing feasibility evaluations and specific contracts, to include pricing structure and costs, quality assurance, timing, etc.
- Drafts key content of solicitation documents including the statement of work (SOW), technical specifications, justification, evaluation criteria etc.; researches scope, Environmental, Building and Safety codes, and technical requirements. Performs price analysis, cost estimates, and procurement justifications for contract purchase requisitions.
- Drafts Board Papers and prepares budget justifications for perquisite funding approvals and pre-solicitation and award recommendation.
- Coordinates solicitation and contract documents for comment; reviews and addresses comments, and modifies solicitation and contract documents; serves as evaluation committee chair for assigned contracts.
- Provides technical support to the Procurement and Contracts Department in negotiation of contract terms and conditions for prospective goods, services or equipment.
- Develops proposed budgets for contracts; prepares and manages technical aspects and pricing structure of contracts. Tracks status of funds against annual budget and contracting authority and reconciles data with accounting/budget departments quarterly.
- Monitors contractor's performance for compliance with contract terms and conditions; investigates, documents and/or resolves problems. Takes action or escalates issues to contractor and/or departmental management and contracting officer as needed.
- Certifies invoices for payment or withholds payment; manages the execution, evaluation and closing of work orders per contract as a tool to evaluate contractor performance.

- Develops contractor performance and service standards, then develops metrics to measure and document contractor performance during field inspections using Quality Assurance Surveillance Plans (QASPs).
- Investigates, documents, and/or resolves complaints/problems arising from contractor performance, including environmental, life safety, OSHA, damaged facilities or equipment, and airport security violations.
- Works to develop annual and 5-year planning budgetary requirements for all contracts. Prepares budget justifications and supporting documentation for requisite funding approvals.
- Analyzes trends in contract types, costs, tasks, equipment maintained, for maintenance planning (repair and rehabilitation) and equipment replacement planning.
- Serves as COTR on assigned maintenance service and supply contracts.
- Performs duties as assigned.

QUALIFICATIONS

1. Six years of progressively responsible experience in facility maintenance and/or service contracting for a full array of trades, crafts, and maintenance services.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of contracting, procurement, accounting and business processes sufficient to determine contract types and successfully manage each type.
2. Ability to perform the full range of pre-award, award, and post-award contracting functions.
3. Ability to develop, track and manage budgets for contracts.
4. Skill in inspecting facility maintenance work for compliance with generally accepted trade practices.
5. Ability to use negotiation techniques to reach agreement on contract terms, modifications, and amendments.
6. Ability to perform detailed analyses on data and information and make recommendations.
7. Ability to speak and write effectively, with emphasis on persuasive communication techniques.
8. Skill in using a computer and modern office suite software, with emphasis on financial and maintenance management systems/software.

PREFERRED QUALIFICATIONS

1. Project management experience.
2. Certified Facility Manager (CFM) or Facility Management Professional (FMP) from the International Facility Management Association (IFMA), or certification in Contract Management, such as Certified Commercial Contracts Manager (CCM) or Certified Federal Contracts Manager (CFCM) from the National Contract Management Association (NCMA).

EDUCATION

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

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for two of the six years of experience. For example, an associate's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

1. A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

1. Operate vehicle airside (requires AOA permit) and landside.
2. May be required to work overtime or night hours. Subject to hold-over or recall on a 24-hour basis for essential services and emergencies.
3. Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.
4. May work outdoors, near aircraft, or construction sites when evaluating contractors' work. Exercises care and uses personal protective equipment as appropriate.