

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**FUNCTIONAL DUTIES** Serves as Manager, Building Codes and Environmental Department (Department) in the Office of Engineering (Office), Metropolitan Washington Airports Authority (Airports Authority). Acts on behalf of the Vice President for Engineering as the Airports Authority's Building Code Official and serves as principal advisor to the Vice President for Engineering and other Airports Authority executives (in Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), Dulles Toll Road, and, as necessary, for the Dulles Corridor Metrorail Project) on building code and environmental issues. Manages all facets of the long-, mid- and near-term program management work of the Department and oversees daily operations, according to the Department charter for code enforcement (including construction plan review and permit issuance and facility inspection) and environmental compliance at the Airports. Manages special projects, studies, and analyses. Performs related functions.

Through subordinate organization, staff and consultants, or personally, and in collaboration with the Vice President for Engineering, other key staff throughout the Airports Authority and in conjunction with building code/environmental staff assigned to the Airports:

--Directs an Airports Authority-wide, comprehensive building code program (guidelines, procedures and inspections) to ensure that all construction of new buildings and structures and all alterations and repairs to existing buildings and structures comply with all codes adopted by the Airports Authority including the Virginia Uniform Statewide Building Code (VUSBC) and other building codes and standards (e.g., the National Electric Code [NEC], and the fire protection standards of the National Fire Protection Association [NFPA]), as applicable. Conducts code-compliance review of plans, designs and specifications for the modification or new construction of facilities (including 30-, 60- and 90-percent plan reviews), airside and landside, at DCA and IAD; and issuance of construction permits, inspection of facilities for code compliance, discussion of remedial action options, provision of remedial action advice, issuance of requirements, and reporting.

--Directs an Airports Authority-wide, comprehensive environmental program (policies, guidelines, procedures, inspections and case-specific responses and remediation actions) to ensure compliance with Federal and State environmental laws and programs on air quality, water quality and waste management. This includes coordinating with the US Environmental Protection Agency (EPA), the US Army Corps of Engineers (USACE), the Virginia Department of Environmental Quality (VDEQ), the Virginia Department of Health (VDH), and the airport environmental engineering focal points at IAD and DCA; and reporting and reviewing the environmental engineering aspects of plans, designs and specifications for the modification or new construction of facilities, airside and landside, at DCA and IAD.

--Conceives and recommends special studies; establishes environmental engineering and building code aspects of Airports Authority design guidelines. Serves as the Contracting Officer's Technical Representative (COTR) for building code and environmental contract work,

and provides technical direction to the Airports Authority's program management consultant or others, and monitors/oversees the evaluation of proposals and the selection of firms for award of task order contracts. Oversees professional staff during the technical aspects of contract negotiations, management of task-order environmental consultants, adequacy and timeliness of the work of contractors, the coordination done with consultants and outside offices, the preparation of technical aspects of design contract change orders, and the certification of invoices that signify acceptable completion of work.

--Serves as the Safety Security Oversight Administrator (SSOA) for the AeroTrain and related fixed facilities at IAD. In this capacity, is responsible for ensuring the safety of the AeroTrain System and administering the Program Standard (which covers, among other things, elements of the system safety program). Makes periodic reports to the Vice President for Engineering regarding the safety of the AeroTrain System and the adherence of the AeroTrain Operations and Maintenance contractor to safety related policies and procedures. Serves as primary point-of-contact for the Safety Security Oversight Contractor (SSOC) on all matters relevant to Program Standard administration.

--Makes plans and takes actions in ways designed to minimize disruption of/inconvenience to Airports Authority operations, airlines, tenants and the public when performing the duties of this position.

--Manages special projects, studies and analyses to establish or improve systems and processes for accomplishing the mission and tactical objectives of the Department and Office. Develops and proposes new projects and work initiatives for investigation by the Department and/or other Airports Authority Offices/consultants.

--Coordinates Department activities with the Planning, Design and Construction Departments, the Engineering and Maintenance Departments at IAD and DCA, and Federal and Virginia regulatory agencies; participates in the development of standard provisions for design, construction and other engineering contracts as well as leases insofar as they concern environmental and code compliance issues; writes technical procedures; processes all permit requests; and issues letters, reports and memoranda.

--Keeps abreast of environmental engineering issues and technology; represents the Airports Authority on committees and at meetings (e.g., Metropolitan Washington Council of Governments on air and water quality issues).

--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 officials, executives, managers, supervisors, professionals, and support staff); vendors/suppliers; engineers and technicians of task order environmental firms and other consultants; tenant/airline managers and staff; Federal, state and local government officials (including regulators or staff of the EPA, the VDEQ, the USACE, and Fairfax, Arlington and Loudoun Counties); local public interest groups or individual citizens; airport users; and the general public.

--Uses 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 used in the Office.

--Operates a motor vehicle, airside and landside, on and off Airports complexes, to attend meetings, visit jobs sites and suppliers, and perform related functions.

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

**MANAGERIAL AND SUPERVISORY DUTIES:** In the context of Department functions and operations, provides:

Organizational Planning Establishes goals. Develops program plans and milestones. Assigns priorities. Develops policies and procedures. Projects budget requirements and allocates available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Selects, assigns and develops employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of Equal Employment Opportunity (EEO) principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

***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 any 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.
2. Nine years of progressively responsible experience in design, inspection or construction of

facilities that includes substantive work in most of the DUTIES in this job description such as overseeing or performing a combination of the following: (a) reviewing construction permit applications, plans, and specifications for code compliance; (b) providing technical advice to internal and external construction officials on code compliance issues; (c) advising on and evaluating environmental plans, permit applications, and procedures; and (d) developing environmental or building code compliance programs and policies.

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

3. Education, experience or training indicating the ability to perform successfully as a first level supervisor such as the ability to plan/assign/review work, deploy personnel, monitor work operations, obtain effective results and perform a full array of supervisory personnel functions.
4. Certification by the Virginia Department of Housing and Community Development (VDHCD) as a Building Code Official.

### **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.

1. Licensure as a Professional Engineering (PE) or Registered Architect in the Commonwealth of Virginia.
2. VDEQ certifications as Stormwater Management (SWM) Program Administrator and Erosion and Sediment Control (ESC) Program Administrator, or the ability to obtain certification within one year of hire, promotion, or placement in the job.

### **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 Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to manage the operations and programs of the unit/team and to perform supervisory functions.

2. Knowledge of USBC, International Building Code (IBC), International Mechanical Code (IMC), International Plumbing Code (IPC), NEC, and NFPA codes and standards to implement, enforce, and provide advice on a comprehensive building code program (including both permit plans examination and code inspection) for the Airports Authority.
3. Knowledge of construction industry standards and practices (e.g., civil and structural construction, electrical, plumbing, fire protection, and elevator) sufficient to understand, review, and verify details in construction drawings and specifications, and ensure compliance with applicable building codes.
4. Knowledge of the Airport's Authority policies, procedures, and operations related to construction, including the Building Codes Manual and Design Manual, to perform as a permit plans examiner and construction inspector.
5. Knowledge of the concepts, principles, and practices of environmental engineering to review plans, advise on appropriate actions, apply to the development of plans and solutions, and serve as the Airports Authority's primary technical expert on environmental engineering programs and issues encountered at the Airports, Dulles Toll Road, and the Dulles Corridor Metrorail Project.
6. Knowledge of Federal, state, and local legal/regulatory requirements (e.g., National Environmental Policy Act of 1969) on the full range of environmental issues encountered at the Airports Authority (e.g., the management of toxic waste, hazardous waste, air quality, water quality, asbestos abatement, stormwater, waste water, road impact, noise impact) to develop effective plans that comply with all pertinent legal/regulatory requirements.
7. 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 applying a variety of mathematical formulae to environmental engineering or construction problems; determining and applying the appropriate building code in the review of drawings, specifications, and reports in construction permit applications; and generating solutions to environmental or construction issues that meet Airports Authority needs and comply with laws and regulations.
8. Knowledge of the procedures and policies relating to the Airports Authority's procurement programs to assist with the solicitation process, implementation and administration of contracted services including helping to determine supply sources, monitor expenditures, evaluate contractor performance, resolve discrepancies in accounts or contract provisions, and serve as a COTR.
9. Skill in oral communication to understand verbal information (including facts, assertions, and arguments) and to express such information verbally so that others will understand and, in certain circumstances, comply or be persuaded. This includes skill in encouraging effective oral communication by others. Examples include discussions with, and presentations to

Federal, state, and local government representatives, Airports Authority executives, and construction and engineering personnel and contractors on environmental and building code compliance issues.

10. Skill in written communication to understand written information, draw inferences, form hypotheses, and develop logical arguments, and to express such information in writing so that others will understand and, in certain circumstances, comply or be persuaded. This includes skill in the review of the written work of others (e.g., contractors). Examples include preparing or reviewing regulatory letters to Federal, state, and local governments; Airports Authority policy and technical papers, environmental and construction plans, and building codes.
11. Ability to work under pressure and maintain poise while making appropriate and time-sensitive situational assessments and decisions or exchanging critical information in sensitive, high-stakes and other non-routine situations.
12. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
13. 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), develop reports, and conduct research (Internet use); (b) enterprise systems/software for requisitioning, time and attendance reporting, and other functions; and (c) specialty systems/software used in the Department.

**RESPONSIBILITY** Is responsible for serving on behalf of the Airports Authority's Vice President for Engineering as the Building Code Official in planning, supervising and participating in code inspection and enforcement operations and for planning, organizing, assigning and reviewing the environmental work of the Department; and for monitoring, advising or assisting other Airports Authority's Offices and consultants or contractors on building code and environmental issues at the Airports. Work ensures the Airports Authority complies with important Federal and state environmental and building code laws and regulations.

Reports to the Deputy Vice President for Engineering (Supervisor). Manages Department operations, resources (including contractors) and supervises Department staff independently on technical and managerial bases. Keeps the Supervisor informed of the status of projects, critical policy issues and matters that should be presented to other Offices (such as the Office of General Counsel). Most work flows to the Department as a function of assigned responsibilities. Other work is generated by technical proposals originating within the Department, by major changes in policies, laws, or regulations concerning building codes or the environment, or changing priorities and interests of higher echelons. Special projects may be assigned in terms of resources, priorities and deadlines, with the specific approach and method of execution left to the incumbent. The incumbent must administer the building code program (ensuring timely, quality customer service for up to 30 storm water permits and 100 construction permits, along with construction change requests/orders and 10 to 20 daily code inspections, at any one time) and

switch between code and environmental issues on a daily basis. The Supervisor typically reviews work in terms of managerial effectiveness, operational efficiency, the Department's compliance with requirements and special guidance (if any), trade-offs, customer service, timeliness, specified performance management goals and measures, and other factors.

Guidelines include, but are not limited to, the Resource Conservation and Recovery Act (RCRA) for the management of solid and hazardous wastes, regulations of the EPA [such as the National Pollutant Discharge Elimination System (NPDES) Permitting Program for wastewater management] and the VDEQ on air and water quality, the VUSBC, the NEC and the fire protection standards of the NFPA, the public accommodations and access requirements and standards of the Americans With Disabilities Act (ADA), Department of Transportation (DOT) regulations on gas lines, FAA Advisory Circulars, Airports Authority Orders & Instructions, the IAD and DCA Master Plans, Airports Authority design and construction standards, special language in Airports Authority construction contracts that affect building or environmental requirements at DCA or IAD, engineering manuals, and Airports Authority procedures for contracting, human resource management, EEO principles and requirements, and similar programs. Uses initiative to identify, develop and recommend new systems and procedures and to "accomplish the mission" efficiently despite counterproductive rules or constraints (if any).

**EFFORT** Works is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/reports, etc.; however, also requires walking or moving about to visit Airports Authority offices, construction sites, and work sites while conducting inspections. Occasionally stoops, bends or otherwise positions self while inspecting hard-to-reach places or cramped areas; ascends/descends and supports self on ladders to inspect hard-to-access places. Frequently exchanges information by telephone and regularly uses a computer and other office equipment. Reviews technical manuals, diagrams, schematics and similar materials that contain small print. Inspects building components and distinguishes electrical wiring and other color-coded building materials. Responds to alarms of backing construction or service vehicles while in the field. 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. Is subject to some adverse weather and dust/grease/dirt while in conducting inspection on construction sites. When airside, is subject to aircraft noise. Wears hard hat, safety glasses, and other personal protective equipment, as necessary. Follows established safety practices to eliminate, avoid or minimize potential hazards to self, as appropriate to work site and circumstances. May be subject to job pressures related to disagreements on code and regulation interpretations, e.g., Airports Authority or tenant offices seeking modifications to or exemptions from building code requirements.

**OTHER SIGNIFICANT JOB ASPECTS** Must maintain all required VDHCD, NFPA, and NAESA certifications. Required to take 16 hours of continuing education units (CEU) every two years and 20 hours of training during the triennial USBC update cycle.