

*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, Design Department (Department) in the Office of Engineering, Metropolitan Washington Airports Authority (Airports Authority). Manages the Department and acts as principal technical advisor to the Vice President for Engineering and the President and Chief Executive Officer (CEO) on architectural and engineering design management at Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), Dulles Access Road, and Dulles Toll Road. Manages all facets of architectural and engineering design for Capital Construction Program (CCP) projects and larger projects funded by the Capital, Operating and Maintenance Investment Program (COMIP) at both Airports. Provides engineering design technical guidance, advice, and approval for all projects on Airports Authority property including airline and vendor tenant projects and Virginia Department of Transportation and Dulles Corridor Metrorail Project projects. Performs related functions.

--Through subordinate organizations, staff, and consultants, or personally:

Directs, coordinates, and monitors design management activities of the program management consultant team (engineers, architects and technicians) supporting the Department in managing architecture/engineering (A/E) design teams, or preparing, modifying and updating designs for the development, redevelopment, or major improvement of structures and infrastructure, airside and landside, at both Airports and on the Dulles Toll Road.

Conceives and recommends design studies; establishes engineering and architectural policies of Airports Authority design guidelines (updates and revises the Airports Authority Design Manual annually); develops and implements plans for design projects (including functional criteria, performance requirements and administrative actions); provides technical direction to the program management consultant or others; monitors/oversees the evaluation of design/construction proposals and the selection of firms for contract award [this includes determining Local Disadvantaged Business Enterprise (LDBE) and Disadvantaged Business Enterprise (DBE) participation for all design and construction contracts]; and oversees professional staff in technical aspects of contract negotiations, adequacy and timeliness of the work of contractors, coordination with consultants and outside offices, preparation of technical aspects of design contract change orders, and certification of invoices that signify acceptable completion of work.

Makes plans and takes actions to maximize utility and convenience to airlines, tenants and the public in both individual and overall designs.

Reviews projects sponsored by airlines and other tenants at the Airports in support of the DCA and IAD engineering staffs to ensure compliance with Airports Authority design policies and guidelines. May perform as lead coordinator on major airline projects or initiatives.

Manages special projects, studies and analyses to establish or improve systems for design scheduling, quality control, cost control and progress reporting. Develops and proposes new projects and work initiatives for investigation by the Department and/or other Airports

Authority Offices/consultants.

--Supervises consultant personnel (architects and engineers) assigned to the Department. Serves as contracting officer's technical representative (COTR) for consultant personnel and other contracts. Conducts research and identifies industry standards and 'best business practices' in order to evaluate proposals, project the final award, and determine applicable benchmarking performance measures, terms and conditions, payment provisions, and scope of services. Prepares various documents such as contract administration plans.

--On a regular or recurring basis, personally provides management oversight of and administers the COMIP budget for the Airports Authority, including the reprogramming of funds; helps prepare the CCP and COMIP budgets; serves as primary Airports Authority management point of contact for historic preservation issues and provides direct liaison with the Virginia Department of Historic Resources (DHR), the President's Advisory Council on Historic Preservation (ACHP) and the National Capital Planning Commission (NCPC); spot reviews designs for technical adequacy and accuracy; reviews all final design documents for acceptance by the Airports Authority; coordinates Department activities with the other Departments of the Office of Engineering; participates in the development of standard provisions for design and construction contracts; writes technical procedures; issues letters, reports and memoranda; and keeps abreast of the latest advances in airport design issues and technology.

--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), consultants, tenant/airline managers and staff, Federal, state and local government officials, local public interest groups or individual citizens, 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 such as GIS used in the office.

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

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

**MANAGERIAL AND SUPERVISORY DUTIES** In the context of Department 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 Architecture or Engineering or an equivalent combination of education, experience, and training that totals four years.
2. Nine years of progressively responsible experience in design management of civil and structural engineering and public contracting management that includes substantive work in most of the DUTIES in this job description including: (a) experience as a design manager in engineering and construction as the owner's representative; (b) specialized experience in engineering design that includes significant work across the civil, environmental, and airfield systems engineering domains; and (c) experience with working under public contracting regulations such as Federal Acquisition Regulations (FAR) or similar public contracting regulations.

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 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 second 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. Licensure as an Architect or Professional Engineer (PE) in any U.S. State or Territory.

### **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. Three years of supervisory experience as a design manager (or equivalent) for a public or private property owner/manager.
2. Formalized training in public contracting policies and procedures.
3. Licensure as an Architect or Professional Engineer (PE) in Virginia.

### **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. Professional knowledge of the concepts, principles and practices of architecture and civil, electrical, mechanical and other fields of engineering sufficient to supervise subordinate staff engaged in design management activities in these disciplines, and to advise the Supervisor on critical design issues affecting the Airports Authority.
3. Knowledge of key regulatory requirements, of the building trades and generally accepted practices of the construction industry, of public contracting procedures, the solicitation process and special policies, and of other airport-related requirements, standards and procedures to advise authoritatively on the full range of design management issues faced by the Airports Authority, monitor the work of A/E firms and management consultants and supervise subordinates.
4. Knowledge of key regulatory requirements [e.g., the Americans With Disabilities Act (ADA) provisions on public accommodations, building codes, National Fire Protection Association (NFPA) building standards, and Transportation Security Administration (TSA) needs or requirements concerning security procedures that may affect terminal and airfield designs]; of Airports Authority contracting procedures, the solicitation process and special policies; and of other airport-related requirements, standards and procedures to advise authoritatively on the full range of design issues faced by the Airports Authority, monitor the work of the principal management consultant and contract (A/E) consultants, and help link planning and construction activities.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of

problems, identify relevant information and make balanced recommendations and decisions, with utmost discretion. Examples include reviewing engineering/architectural designs, interpreting regulatory requirements affecting design, assessing the design needs of an airport, using a variety of mathematical formulae to solve design issues, using drafting instruments to portray design ideas, and estimating the time/cost of design and construction contracts.

6. 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, be convinced or persuaded. This includes encouraging effective oral communication by others. Examples include making formal presentations concerning design projects and giving advice and guidance to staff and consultants.
7. 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, be convinced or persuaded. Examples include developing guidelines, contracts, technical reports, memoranda and other materials and reviewing the written work of staff and others to ensure accuracy, resolve discrepancies, etc.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner including public interest groups.
9. 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 GIS used in the office.
10. 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-visibility and other non-routine situations.

**RESPONSIBILITY** Is responsible for managing the work of the Department including architectural and engineering design for CCP and COMIP projects, advising or assisting other Airports Authority Offices and consultants/contractors on architectural and engineering design management, and advising the Supervisor and/or the CEO as an Airports Authority on airport design and architectural and engineering management funding issues. Work directly and significantly affects the success of redevelopment at DCA and development/ redevelopment at IAD by providing modern, cost-effective designs.

Reports to the 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 the CEO/Airports Authority Board. Most work flows to the incumbent/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 designs of Airport structures 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 coordinates closely with a variety of internal and external parties (such as the Office of Finance, other Airports Authority engineering units, air carriers and state and local agencies) to fully understand and appropriately consider Airport design issues (including utility, modern materials, maintainability, and, in some cases, sustainability), financial implications of CCP and COMIP work, funding source issues, etc. Incumbent solves problems that involve multiple, complex technical and non-technical considerations and perspectives that affect Airport designs, such as maintainability and life cycle costs, solutions to environmental issues, etc. 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, adherence to guidelines, quantity, quality, timeliness, customer service, and other factors, including performance evaluation goals and measures.

Guidelines include but are not limited to FAA and TSA regulations and Advisory Circulars; state, regional and local plans and groups (e.g., the NCPC) and historic preservation; the Airports Authority Design Manual, the Airports Authority budget, and previous design efforts; Federal or other laws or standards on the environment, life safety and access (e.g., the ADA); Airports Authority administrative procedures, including EEO principles and requirements. The incumbent uses mature judgment and, at times, ingenuity in selecting, applying, adapting or creating some guidelines to/for varying situations.

**EFFORT** The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, attend meetings/meet with people, make presentations, etc. Occasionally traverses areas of uneven terrain and unfinished construction to verify field conditions. Regularly uses a computer develop reports, analyze cost proposals, and perform other tasks; operates other office equipment. Frequently reviews general management or design reports, blueprints and other documents which contain color-coded symbols, small print, and notations; uses drafting instruments to prepare sketches and final drawings. Exchanges information by telephone regularly. Expresses oneself clearly in formal presentations and before large audiences. 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 and conference rooms; however, is sometimes subject to some adverse weather conditions and dust/grease/dirt while working in the field. Follows safety precautions, exercises care and wears hard hat and other personal protective equipment/clothing, as needed, at work sites. Is subject to job pressures and frustrations from changing deadlines and priorities imposed by higher echelons; balancing the sometimes competing interests of tenants, governments, public interest groups and the Airports Authority; and managing overall Department operations within the context of complex funding issues/problems.

**OTHER SIGNIFICANT JOB ASPECTS** Licensure as Registered Architect or Professional Engineer must be maintained.