

**The Metropolitan Washington Airports Authority**

*Your Journey Begins With Us!*

*Join our Team!*

<b>Position Title</b>	<b>Airport Service Contracts Manager</b>
<b>Announcement No.</b>	<b>MWAA-17-12087</b>
<b>Salary Range</b>	<b>\$21, \$85,960 - \$124,642</b>
<b>Position Type</b>	<b>FT, Permanent</b>
<b>Location</b>	<b>Ronald Reagan Washington National Airport, Engineering and Maintenance Department, MA-120</b>
<b>Opening Date</b>	<b>12/8/2017</b>
<b>Closing Date</b>	<b>Open Until Filled</b>

***NOTE: Closing date has been amended to Open Until Filled.***

**ABOUT US:**

Have you ever wondered who runs Reagan National Airport? Or Dulles International Airport? Or the Dulles Toll Road? We do! We're the Metropolitan Washington Airports Authority and we're looking for talented, enthusiastic people to help us continue our tradition of outstanding service to travelers in the Washington Metropolitan area. In 2016 alone, we served more than 44 million air passengers. We offer an array of benefits programs, including vacation, retirement, and health benefits. Whether you are traveling the world or plotting your career path, your journey begins with us.

Our Core Values are: **MUTUAL RESPECT...INTEGRITY...PRIDE...COLLABORATION**

To review our benefits information please [click here](#).

**JOB SUMMARY:**

- Airport Service Contracts Manager
- Works under the general supervision of the Maintenance Engineering Division Manager.
- Serves in the Maintenance Engineering Division of Engineering and Maintenance Department at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

Through a staff of Facilities Maintenance Contract Coordinators, provides oversight to DCA's and IAD's multi-disciplined facilities' services contract program that includes mechanical, electrical, civil, and environmental disciplines. Develops statements of work, manages the technical evaluation of the procurement process, and administers the Service Contract Program. Establishes and maintains contract and procurement management plans. Develops and executes complex, multi-million dollar contract budgets. Supervises staff serving as Contracting Officer's Technical Representatives (COTRs) and Contract Inspectors

To review the description of duties, please [click here](#).

Please note: You should review this job description, in particular the knowledge, skills and abilities (KSAs) requirements listed. Please reply to KSAs one (1) through (6) only. **In the application process, you will be asked to relate your experience, training and education to the KSAs in a narrative format.** The rest of the KSAs will be assessed during the application process.

We would suggest that you prepare your responses off line and paste them into the assessment questionnaire. If the required information is provided in your resume, please direct the reviewer to the specific section of the document where this information can be found.

### **MINIMUM QUALIFICATIONS:**

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, or an equivalent combination of education, experience, and training that totals four years.

**Please note:** *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 six years of experience. For example, a Master's degree may substitute for two years of experience.*

2. Six years of progressively responsible experience in facilities maintenance or service contracting.
3. A valid state driver's license in good standing.

### **PREFERRED QUALIFICATIONS:**

Certification as a Facility Management Professional (FMP) from International Facility Management Association (IFMA); Certified Professional Maintenance Manager from Association for Facilities Engineering (AFE); or Operations and Performance Management Professional (OPMP) Certification from American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE).

### **HOW YOU WILL BE EVALUATED:**

Once the application process is completed, a review of your resume and supporting documentation will be done to determine if you meet the minimum qualification requirements. There is an Assessment questionnaire(s) that you must complete. Your resume and supporting documentation will then be compared to your responses to the assessment questionnaire(s). If a determination is made that your application does not support your responses, which you provided in the assessment questionnaire, your application will not receive further consideration for this announcement.

### **OTHER INFORMATION:**

A background security investigation will be required for all new hires.

EOE

**#WP**