

**The Metropolitan Washington Airports Authority**

*Your Journey Begins With Us!*

*Join our Team!*

<b>Position Title</b>	<b>Contracts Manager (Design and Construction)</b>
<b>Announcement No.</b>	<b>MWAA-17-12120</b>
<b>Salary Range</b>	<b>\$22, \$96,490 - \$139,910</b>
<b>Position Type</b>	<b>FT Permanent</b>
<b>Location</b>	<b>Washington Dulles International Airport, Procurements and Contracts Department</b>
<b>Opening Date</b>	<b>12/22/2017</b>
<b>Closing Date</b>	<b>Open Until Filled</b>

**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 DESCRIPTION:**

- Contracts Manager Design and Construction
- Works under the general supervision of Procurement and Contracts Department Manager.
- Serves in the Procurement and Contracts Department at the Headquarters Office or Washington Dulles International Airport.

Through a team of Contracting Officers and Purchasing Agents, performs pre- and post-award contracting functions for large and small dollar value construction and Architecture/Engineer (A/E) contracts, including high-impact projects under the Capital Construction Program (CCP) and the Capital Operating and Maintenance Investment Program (COMIP). May perform pre- and post-award contracting functions in support of Dulles Toll Road operations, technology, and maintenance. Performs related functions.

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 (7) 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 Engineering, Construction Management, Business Administration, Procurement, Contract Law, or related field, or an equivalent combination of education, experience, and training that totals four years.

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 seven years of experience. For example, a master's degree may substitute for two years of experience.

2. Seven years of progressively responsible experience in design and construction procurement and/or contract administration.
3. Must have a state driver's license in good standing

### **PREFERRED QUALIFICATIONS:**

1. Public sector procurement contracting experience primarily in design and construction contracting.
2. Certified Public Purchasing Officer (CPPO) or Certified Professional Contract Manager (CPCM) certification, or equivalent certification.

### **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**