

Senior Contracting Officer (Engineering & Construction) (2 Positions Available)

Job Requisition	R0004774 Senior Contracting Officer (Engineering & Construction) (2 Positions Available) (Open)
Job Family	Salaried
Start Date	08/25/2023
End Date	
Primary Posting	No
External Posting URL	https://mwaawd1.myworkdayjobs.com/MWAA/job/MWAA-Headquarters/Senior-Contracting-Officer--Engineering---Construction---2-Positions-Available-_R0004774
Description	

Compensation Grade:

S21

Salary Range:

\$97,724.00-\$141,700.00

Opening Date:

August 25, 2023

Closing Date:

Please Note: All job announcements close at 11:59 p.m. of the day before the posted closing date.

As a Senior Contracting Officer (Engineering & Construction), you will perform and provide guidance to contracting staff in a wide variety of procurement and contracting activities.

Senior Contracting Officer (Engineering & Construction)

Serves in the Procurement and Contracts Department in the Office of Supply Chain Management or other assigned department at the Headquarters Office, Washington Dulles International Airport or Ronald Reagan Washington National Airport.

Responsible for procurement activities, primarily related to engineering, construction, infrastructure, and facilities improvements. This position performs and manages a wide range of contracting functions, from procurement planning, solicitation, and evaluation of bids, and/or proposals for A/E, General Construction, Design-Build and Building Maintenance services. Provides technical guidance to the Contracting Officers, COTRs and Contractors to ensure proper procedures are followed in processing contracts. Performs related functions.

GENERAL RESPONSIBILITIES

Manages the procurement process for construction, A/E and professional services, and other infrastructure improvements and maintenance service contracts. Takes full ownership from solicitation issuance through

evaluation to contract award, demonstrating proficiency with little or no supervision.

Prepares price or cost analyses and conducts negotiations, as appropriate, to obtain the best price and other terms and conditions most advantageous to the Airports Authority.

Develops negotiation positions and leads negotiation teams as needed seeking to achieve an outcome that is in the best cost and business interest of the Airports.

Provides oversight and guidance to Contracting Officers, including assisting in developing negotiation strategies for procurement actions.

Leads program reviews and reviews procurement documents.

Assists COTR in writing all necessary documents such as Request for Quotation (RFQ), Statement of Work (SOW), Request for Proposal (RFP), Invitation for Bid (IFB), Independent Cost Evaluation (ICE).

Ensures Contracting Officers select the appropriate contract type e.g., firm-fixed-price, task order, fixed unit price, incentive, cost-reimbursement, etc., based on a variety of considerations. Determines appropriate method of procurement e.g., request for proposal (RFP), request for quotations (RFQ), or invitation for bid (IFB) and plans the procurement schedule.

Prepares solicitation documents and incorporates specific terms and conditions covering provisions such as contract type, Small Local Business Enterprise (SLBE) program, Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women's Business Enterprises (WBE) requirements.

Develops evaluation factors and identifies sources of competition in conjunction with the Contracting Officer's Technical Representative (COTR) through conducting market research.

Works to identify new sources or methods to stimulate small or disadvantaged business participation.

Chairs pre-proposal conferences for prospective offerors; responds to inquiries from potential offerors and prepares written amendments to the solicitation. as required.

Acts as a point of contact to potential offerors during the pre-award period.

Conducts commercial review of submitted proposals.

Ensures Contracting Officers perform contract management and administration functions, such as coordinating review and approval of invoices with the COTR and certifies payment.

Provides training of developmental level Contracting Officers as well as COTRs.

Evaluates and negotiates contract changes to the contract price and scope and prepares modifications to the contract.

Performs other duties as assigned.

QUALIFICATIONS

Six years of progressively responsible experience in procurement and contracts administration or construction and a bachelor's degree Engineering, Construction Management, Procurement, Contract Law, or related field. An equivalent combination of education and experience may be considered.

Knowledge of and ability to implement various types of contracts and methods of contracting for construction and A/E projects, goods, and services and/or concessions.

Knowledge of and ability to apply contracting principles, policies, and procedures to pre-award and post-award actions.

Knowledge of and ability to ensure compliance with requirements, procedures, and special programs (e.g., Small Local Business Enterprise (SLBE) program and Owner Controlled Insurance Program [OCIP]).

Knowledge of and ability to plan the procurement process.

Ability to perform detailed analyses of data and information and make recommendations.

Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.

Skill in using computer and office suite software, with emphasis on database and spreadsheet software.

Skill in managing multiple projects concurrently.

PREFERRED QUALIFICATIONS

Public sector procurement and contracting experience.

Experience using an automated procurement processing system for procurement-supply chain management.

Certification in Procurement by the Universal Public Procurement Certification Council (UPPCC) or another nationally or federally recognized procurement certification/credential.

CERTIFICATIONS AND LICENSES REQUIRED

A state driver's license in good standing.

Certification in Procurement by the Universal Public Procurement Certification Council (UPPCC) or another nationally or federally recognized procurement certification/credential within two years of hire, promotion, or placement in the job.

NECESSARY SPECIAL FACTORS

Must maintain required certification.

Must meet in-service and continuing education/training requirements.

Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.

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

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Worker Sub-Type Regular
Location MWAA Headquarters

View Job Posting Details

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08/31/2023

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Time Type Full time

Locations

Supervisory Organization Procurement and Contracts Department (Lizbeth Bryan)