



Facilities Workplace Manager

IT WORKS! is seeking a Facilities Workplace Manager to work within WMATA's Facilities Workplace Management program within ENGA/ARCH. The position will support the program by promoting consistency in design standards and workspace allocation processes throughout WMATA's administrative office workspace. The role will assist with all phases of an architectural design project as described below, in addition to maintaining WMATA's facilities management database (FM Interact).

Responsibilities:

Strategic Workplace Planning:

- Documents and maintains all aspects associated with the Facilities Planning database (FM Interact), including: 1) administrative office floor plans; 2) employee and department workspace allocation; 3) furniture plans and asset conditions; 4) workspace metrics reports; and 5) organizational revisions.
- Consults with departments requesting workspace/workspace revisions.
- Allocates administrative office workspace under the guidance of the Facilities Program Manager.
- Prepares current floor plans for publishing to MetroWeb and / or use by WMATA's Executive Management Team.
- Prepares workspace metrics reports using FM Interact and/or AutoCAD.
- Collaborates with ENGA Office of Configuration Management for CAD Standards and Facilities Records regarding drawing database/as-builts.

Workplace Standards:

- Utilizes the WMATA Workplace Strategy Guide for development of consistent individual, shared and dedicated support workspace for all projects.
- Updates and maintains, under direction from the Facilities Program Manager, the "Workspace Standards and Guidelines" and "Furniture" sections of the WMATA Workplace Strategy Guide.

Furniture:

- Develops furniture floor plans for workspaces using WMATA's standard furniture configurations and performance criteria as shown in the WMATA Workplace Strategy Guide.
- Calculates an Independent Cost Estimate (ICE) for furniture projects by utilizing vendor pricing information for furniture components included in the WMATA Workplace Strategy Guide.
- Creates performance criteria for unique products not included in the WMATA Workplace Strategy Guide on an as-needed basis.
- Assists WMATA stakeholders in locating appropriate used furniture from WMATA's surplus inventory when budget and / or time constraints restrict the procurement of new furniture.

Interior Architectural Projects:

- Coordinates and conducts meetings with WMATA stakeholders throughout all phases of the design process.
- Develops and documents a Program of Requirements (POR), based on input from WMATA stakeholders, for each project.



- Creates a conceptual floor plan and / or three dimensional drawings to illustrate the design intent for stakeholder approval.
- Assists the Facilities Program Manager with obtaining Independent Cost Estimates for projects using WMATA's in-house estimating team.
- Assists the Facilities Program Manager with development of materials for the purpose of presenting projects to the WMATA Facilities Board for approval, such as architectural design plans, three dimensional images, cost estimates, project risks, high-level task schedules and project metrics.
- Develops code compliant Construction Documents and specifications.
- Coordinates design and requirements with ENGA's in-house engineering team, including, but not limited to: Mechanical, Electrical, Structural, Fire-Life Safety, and Access Control teams.
- Collaborates with ENGA's Office of Configuration Management to finalize drawing sets by affixing signatures and seals to the Construction Documents, WMATA's Manager of Architecture will sign/seal documents on behalf of WMATA, the Consultant is not required to have an architectural seal.
- Participates in the Construction Phase by conducting reviews of product submittals and responses to RFIs.

Workspace Allocation and Move Planning:

- Assists the Facilities Program Manager with the development of "what-if" scenarios for coordinating staff relocation strategies for review by WMATA's Executive Management Team.
- Assists the Facilities Program Manager with the development of workspace allocation strategies to support new employees and consultants requiring administrative office workspace.
- Coordinates with WMATA stakeholders as required to facilitate development of solutions for workspace allocation and move planning.

Required Background:

- Degree from an accredited college or university with a Bachelor's Degree in Interior Design or Architecture.
- Minimum of five (5) years of progressively responsible experience in Interior Design or Architecture is required.

Required Knowledge, Skills & Abilities:

- Proficient in MS Office (all suites), Adobe Acrobat, AutoCAD and FM Interact or similar Facility Management software platforms.
- Excellent written and verbal communication skills.
- Ability to complete a variety of tasks and work in collaboration with diverse program stakeholders within the Authority.
- Highly organized and detail oriented; able to work on multiple projects with occasionally competing deadlines.
- Physical ability to perform site visits as required.



Preferred:

- Experience in Revit is also desired.

Company Profile

IT WORKS! is a certified woman-owned small business headquartered in Washington, D.C.. As an IT solution provider, our services include custom software development, program management, and advanced data analytics. From scoping and defining to implementation and support, we are ready to support our clients' needs at any stage of development in designing and building solutions that prepare them for the future.

IT WORKS is an equal opportunity employer. IT WORKS will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status.