



Senior Design Specialist

*Supports the Operations team within assigned area of responsibility; may serve as team lead at a small site. Performs a variety of functional tasks as necessary to achieve operational objectives. Reviews and compiles operational data or information; prepares and distributes reports on operational status; maintains departmental data as necessary for analysis, planning, and reporting purposes. Confers with manager/supervisors to obtain data required for planning activities, such as new commitments, status of work in progress, and problems encountered. Performs daily tasks supporting the development and execution of operational strategies, work projects and other activities. Provides input on the development and implementation of organization policies, practices, procedures as requested. Performs daily tasks involving project operations strategies and activities. Recommends measures to improve methods, performance, and quality of product or services, and suggests changes in working conditions to increase efficiency. **SUPERVISION EXERCISED:** May supervise a team of employees, subcontractor and/or labor broker personnel, in accordance with the "General Supervisory Duties and Responsibilities" addendum. This Job Description represents a summary of the generic job duties and qualifications for this position and shall not be construed as a complete listing of all tasks, as other duties may be assigned. A Position Detail with additional site-specific duties or qualifications may be held at the Project level.*

Basic requirements

- *Excellent computer skills with various scheduling programs, MS Office Suite, and various databases.*
- *Position may be located in a war zone in a contingency environment with harsh and dangerous working and living conditions, including lifting and carrying 25 pounds of personal protective equipment for extended periods of time.*
- *To ensure safety, health and security measures within the contract are met, all employees shall be literate in English (read, write, speak, and understand) or have a translator available.*
- *Prior military and/or contingency experience a plus.*
- *Must be a U.S. Citizen*
- *Bachelor's degree in a related field, or an equivalent combination of education and experience, and a minimum of 5 years directly related experience is required.*
- *Position may require a security clearance.*