MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Director of Custodial Services (Airport Contract Manager)

SALARY: $99,442.00 - $156,822.00 Annually

OPENING DATE: 11/24/2026

CLOSING DATE: 12/28/2026 11:59 PM

DESCRIPTION:

Open Recruitment

Executive Service Recruitment

The incumbent will serve at the pleasure of appointing authority

This is a position specific recruitment, open to anyone who meets the minimum qualifications and selective qualifications listed below. The resulting list of eligibles will be used to fill this Maryland Aviation Administration position or function only. You will need to reapply for any future recruitment conducted for this job classification.

The Maryland Aviation Administration (MAA) is the owner & operator of both BWI Thurgood Marshall and Martin State Airports, serving over 27 million passengers annually.

Powered by **PERFORMANCE**. Inspired by **INNOVATION**. Fueled by **FUN**. We are chartering careers to unprecedented Successes, Opportunities, Advancements, Results, and Services. If you're beginning your career journey or performing at your peak level, we invite you to consider our aviation family for your career.

The MAA is currently accepting applications for the position of **Director of Custodial Services (Airport Contract Manager)** within the Office of Custodial Services at the Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall Airport).

The **Director of Custodial Services (Airport Contract Manager)** oversees 24/7/365 contracted janitorial operations at BWI Marshall Airport. Key responsibilities include managing budgets, procurement contracts, quality assurance, assets, and departmental standards, while ensuring full compliance with MAA strategic goals, state and federal regulations, BPW Advisories, and Maryland Executive Orders.

Responsibilities include but *are not limited* to the following:

- Managing and overseeing the office assigned functions, assets and personnel.
- Directing and managing all assigned department functions, organizational assets, and personnel to ensure operational efficiency.

- Establishing strategic performance metrics and service standards relative to contract management and operational goals at Baltimore/Washington International Thurgood Marshall Airport.
- Supervising the Deputy Director directly and guiding their execution of assigned strategic and operational duties.
- Overseeing Office of Custodial Services personnel indirectly to maintain high quality service delivery across airport facilities.
- Conducting routine management briefings to realign departmental resources, resolve operational challenges, establishing priorities, and authorizing fiscal and contractual actions.
- Developing comprehensive operational policies, quality standards, and administrative guidelines for personnel, contracts, and physical assets.
- Leading real time departmental responses to airport emergency events, including active snow and ice management operations.
- Participating in strategic preparedness planning and operational readiness for airport emergency services.
- Collaborating with the Maryland Aviation Administration management team to support coordinated snow and ice removal operations.
- Maintaining appropriate contractor staffing levels during adverse weather events to preserve high terminal cleanliness standards.
- Executing assigned emergency operational roles under the National Incident Management System and the official Airport Emergency Plan.
- Enforcing full compliance with the Code of Maryland Regulations alongside applicable federal, state, and local regulatory standards.
- Reviewing engineering specifications and architectural plans from Maryland Aviation Administration facilities divisions to provide strategic input on upcoming capital projects.
- Ensuring all contractual administrative processes strictly align with Code of Maryland Regulations requirements and professional ethics standards.
- Evaluating contractor proposals, operational schedules, and resource allocations to maximize contractual value and performance.
- Soliciting and coordinating technical proposals from engineering firms and specialized contractors for equipment specifications.

This position is located at **BWI Marshall Airport in Anne Arundel County, MD**.

QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

Nine years of professional contract procurement and/or contract management/administration experience for maintenance, services, environmental, operations, janitorial services or ground transportation contracts; program management; or asset management in a medium or large hub airport, or large or multi-facilities environment. Two (2) years of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

OR

A Bachelor's degree from an accredited college or university and five years of professional contract procurement and/or contract management/administration experience for maintenance, services, environmental, operations, janitorial services or ground transportation contracts; program management; or asset management in a medium or large hub airport, or large or multi-facilities environment. Two (2) years of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Notes:

1. Candidates may substitute professional contract management, program management, asset management or contract procurement experience on a year-for-year basis for the required education.

2. Candidates may substitute certification as a Certified Professional Contracts Manager from the National Contract Management Association for four years of the required education.

3. Candidates may substitute additional graduate level education from an accredited college or university at the rate of 30 credit hours for up to one year of the required nonsupervisory experience.

4. Candidates may substitute equivalent U.S Armed Forced military service experience for civilian experience cited above.

Licenses & Certifications:

Employees in this classification will be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

Employees must obtain a BWI Airfield Operator's Permit in accordance with Code of Maryland Regulation 11.03.01.04, Control of Vehicular Traffic on the Airfield Operations Area (AOA), prior to permanent appointment. Employees must maintain the BWI Airfield Operator's Permit as a condition of employment.

Additional Information:

1. Employees in this classification, whose duties require the operation of a vehicle on runways or taxiways, are required to successfully complete training including annual renewal in the operation of a vehicle in the Movement Area of the BWI Airport.

2. Employees in this classification shall obtain and maintain the appropriate Airport Security Identification badge in accordance with the Office of Airport Security policies and procedures.

3. Employees in this classification shall obtain and maintain the appropriate U.S. Customs clearance in accordance with the applicable U.S. Customs policies and procedures.

4. Employees in this classification are considered "Essential Employees" and will be required to adhere to all policies and procedures relating to "Essential Employee" status.

5. Employees in this classification are subject to substance abuse testing in accordance with the Transportation Code of Maryland Regulations 11.02.11, Testing for Illegal Use of Drugs.

6. Candidates will be subject to pre-employment testing in accordance with the Transportation Code of Maryland Regulation 11.02.11, Testing for Illegal Use of Drugs.

7. Employees in this safety-sensitive classification may be subject to random and/or post-accident drug/alcohol testing in accordance with State regulations on testing for illegal use of drugs and/or prohibited use of alcohol.

8. Employees in this classification may be subject to emergency recall 24 hours a day and may be required to maintain a reliable communication link (telephone) for the purpose of emergency call back requirements.

To Apply:

******ACCEPTING ONLINE APPLICATIONS ONLY******

TO APPLY: You may apply online at https://www.governmentjobs.com/careers/mdotmd to be considered for this recruitment. **RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION**. It is essential that the application is filled out completely and accurately, listing all relevant experience in detail and addressing the specific requirements shown above. This includes, but is not limited to, full or part-time, volunteer, military, acting capacity, or any other experience that is relevant to this position. If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

Your application must be received by **12/28/2026.**

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply. The selected candidate may be subject to background and reference checks.

The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the United States will be required to provide proof of the equivalent United States education as determined by a foreign credential evaluation service, such as

the National Association of Credential Evaluation Service (http://www.naces.org) or the Collegiate Registrars & World Education Services: International Credential Evaluation (https://www.wes.org/).

The incumbent in this position **will not be a** member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, MDOT MAA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

11/24/2026