



Job Description

Job Title:	Project Manager 2	Date:	March 2017
Reports To:	Director of Planning, Properties & Environmental	Department:	Planning, Properties & Environmental
Salary Grade:	Grade 19 (\$79,100-\$91,699)	FLSA:	Exempt
Manages:	N/A	Category/Hours:	Regular/Full Time

JOB SUMMARY:

The Project Manager 2 position is responsible for the management of projects related to building and maintaining Port infrastructure. This includes participating in the development of the Port's Capital Improvement Program (CIP) and effective planning and implementation of all manner of projects related to the built environment. The Project Manager 2 is responsible for managing all phases and elements of assigned projects, ensuring completion within authorized project budgets and schedules and conforming to project scope and permit conditions.

LEVEL OF AUTHORITY:

Manages responsibilities independently with only general direction while following applicable Port policies, governing laws, and generally accepted planning and construction procedures and practices.

ESSENTIAL FUNCTIONS:

- Plans, directs, organizes, and controls construction projects including project budgets and timelines. Assesses risks associated with each project.
- Along with peers and supervisor, manages the Port's CIP program; responsible for the delivery of projects from initial concept through close out, including budgeting, planning, contract negotiation, permitting, and construction. Ensures completed project meets deliverable objectives.
- In coordination with the Port's environmental team, administers and manages the build-out of environmental cleanup projects and serves as the liaison with consultants, government stakeholders, and other parties.
- Defines and programs project elements and scope, develops bid documents, and provides direct project management oversight by working with consultants, staff, tenants, and other project stakeholders.
- Develops and maintains relationships with contractors to assist with project activities, as appropriate, and ensures the contractor adherence to safety programs and insurance requirements.
- Monitors project control activities including contract administration, construction schedule, project cost, construction document interpretations, project submittals and RFIs. Monitors project budgets, prepares cost projections, and as required, provides periodic status reports.
- Reviews and approves of contractor and consultant payment applications, change orders, and requests for substitution.
- Monitors project costs to ensure they are within the authorized budgets and delegated authorities.
- Manages construction activities as they impact stakeholders and facility operations to ensure continuity of operations during construction.
- Negotiates and reviews proposals submitted by consultants/contractors and recommends awards.
- Reviews consultant work products to ensure deliverables meet project scope requirements and as requested, summarizes and transmits to the management team.
- Coordinates all permitting and environmental reviews associated with each project with the Environmental Specialist.
- Prepares and presents reports, resolutions, or other legal documents, as required, at public meetings and answers questions from public and Commission.
- Prepares schedules, cash flow projections, project status reports/performance indicators, and costs estimates, as required.
- Keeps project databases, payment systems, and project files up-to-date.
- Supports initiatives designed to decrease life cycle costs but increase product quality.
- Proactively partners with the development community and other key stakeholders to create mutually beneficial results on all Port development.
- Provides technical assistance to the Contracts Administrator in obtaining and administering grant awards for assigned projects.
- Responds to project general inquiries including those from other departments, tenants, consultants, project stakeholders and government partners and regulators.
- Represents the Port at various community boards and advisory groups, as assigned.

OTHER JOB DUTIES:

Perform other duties, responsibilities, and special projects as assigned.

WORKING CONDITIONS:

Work is performed primarily indoors with some outdoor work required when construction is ongoing. This position works on or near water, frequently on uneven, wet and/or slippery surfaces. The incumbent will be in contact with magnetic surfaces and be required to carry a communication device, usually a cellular phone or radio. The incumbent may be required to wear protective equipment in certain situations. This position requires repetitive computer usage. Work requires exposure to ambient sound and emissions from office equipment. This position is often working on Port facilities and/or roadways, exposed to traffic/aviation hazards, sometimes at night or in inclement weather. Typically, the noise and odor levels in the work environment are moderate, however, there may be exposure to loud noises and foul odors on a daily basis due to marine activity and maintenance and repair. While performing the duties of this job, the employee may be required to travel to attend meetings and conferences via auto, boat, train or air travel.

KNOWLEDGE, SKILLS, ABILITIES, & OTHER CHARACTERISTICS:

1. Must have a combination of education and experience that provides the required knowledge, skills and abilities equivalent to ten years work as a project manager or related field will be considered. Bachelor of Science degree in related field is strongly desired.
2. Minimum of eight years' experience managing multiple projects. Experience must demonstrate skills in leadership, independent project management, and management of multi-discipline engineering teams and consultants. Preferred experience includes work in the Port and/or maritime industry and in a public sector setting.
3. Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action.
4. Knowledgeable of project planning, design management, cost estimating, bid specifications, competitive bidding, contract management and construction supervision.
5. Familiar with applicable laws, codes and permit requirements that govern projects.
6. Ability to read, analyze, comprehend, interpret, and summarize scientific, engineering, construction, economic, and legal documents and materials.
7. Ability to establish workload priorities and balance diverse projects and to have flexibility and ability to change priorities if and when appropriate.
8. Highly motivated and able to work independently, yet also have the ability to coordinate, manage, and lead multi-discipline project teams.
9. Ability to establish and maintain effective working relationships with consultants, contractors, associates, visitors, customers, tenants, government representatives, vendors, property owners, and the general public.
10. Must possess excellent leadership and customer service skills and the ability to act as an ambassador to the community.
11. Must be an excellent communicator orally and in writing.
12. Organized, efficient, creative, and capable of implementing multiple tasks simultaneously.
13. Demonstrated proficiency with office equipment and computer programs including Microsoft products (Word, Excel, & Outlook), and other applications.
14. Within one year of hire, obtain and maintain required training/certifications including 40-Hour HAZWOPER and CESCL.
15. Must have or be able to obtain a valid driver's license and a Transportation Worker Identification Credential (TWIC) card.

PHYSICAL REQUIREMENTS:

In the commission of this job the incumbent must have the physical ability to perform all essential job functions including:

1. Ability to hear, speak, and understand the spoken English word.
2. Ability to read and understand directions in English.
3. Ability to sit at and use a computer workstation.
4. Ability to stand, work, and drive throughout the day.
5. Ability to see and adjust focus at close distances.
6. Ability and dexterity to operate a computer keyboard and a numeric keypad by touch.
7. Ability to travel to other cities and states via auto, boat, train or air travel.
8. Occasional ability to lift, carry and put away parcels weighing up to 25 pounds.

OTHER:

1. Following an offer of employment and prior to starting work, individuals will be required to take and pass a pre-employment drug screen at no cost to the applicant.
2. Following an offer of employment and prior to starting work, individuals will be required to take and pass a pre-employment credit and background check at no cost to the applicant.

3. This job description reflects general details necessary to describe the job's essential functions and level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, or to otherwise balance the workload.

The Port of Anacortes is an equal opportunity employer and does not unlawfully discriminate based on any protected classes.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the Port and Employee and is subject to change as the needs of the Port and requirements of the job change.

Are you able to perform the essential functions of this job with or without accommodation? Yes No
If testing is required, will accommodation be necessary? Yes No

The Port will make every effort to make accommodations, however, please be aware that fiscal limitations may preclude some requests for accommodations being granted.

Signature

Date