



Current Opening Project Manager

Job Closes: 05/26/17 @ 5:00 pm

Title:	Project Manager
Reports to:	Executive Director
Classification:	Exempt
Yearly Salary:	DOE
Benefits:	Medical Insurance, Dental Insurance, Life Insurance, LTD Insurance and WA State PERS retirement. Medical & Dental includes Employee/Family paid by Employer.

**** 1 Year Probationary Period****

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the port's success and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the port's endeavors.

General Position Summary:

Responsible for managing capital projects, including budget, scope of work, contracts; ensures compliance with public works bidding and contracting regulations.

Essential Functions/Major Responsibilities:

- Coordinates major aspects of construction project management, including contract and schedule compliance, quality assurance and control. Prepares reports and cost estimates.
- Plans, supervises and coordinates the activities and operations of assigned capital improvement projects. Ensures the timely, accurate and cost effective completion of projects.
- Maintains communication regarding timelines with appropriate staff and contractors.
- Prepares and oversees permitting processes for the implementation of capital projects and maintenance.
- Ensures that all phases of projects proceed on schedule, that contractors and others meet project specifications. Reviews progress reports and authorizes payments.
- Conducts pre-bid and pre-construction conferences allowing architect to detail principle construction features and agreements in conference.
- Monitors project progress; ensures resolution of related problems and timely completion.
- Provides justification supporting emergency repairs contracts.
- Provides input regarding Capital Project budget.
- Participates as active member on Port's strategic planning team.

Secondary Functions:

- Develops specifications for smaller projects.
- Assists maintenance department.
- Other duties as required.

Job Scope & Accountability:

Work is diverse and highly complex. Decisions are made according to organization policy. The incumbent works independently, operating from established procedures with minimal supervision; some work is reviewed by the supervisor. The incumbent has some budgetary and capital asset responsibilities, including long-range recommendations. Errors in work can have an impact on the reputation and financial health of the port.

Supervisory Responsibility:

Position has full supervisory responsibilities, which includes work direction, recommendations for hiring and pay decisions, for non-exempt Contract Specialist position(s).

Interpersonal Contacts & Skills:

The majority of communication is face-to face with the minority via telephone or email. Communication is made with both individuals within and outside the organization and may contain sensitive or confidential information, or matters of a complex nature.

Specific Job Skills:

- Ability to communicate effectively in English verbally and in writing.
- Workable knowledge of and ability to use Microsoft Office Suite.
- Ability to use computer and software appropriate for the job and job responsibilities.
- Ability to manage multiple projects with varying priorities and deadlines.
- Ability to time projects and understand related orders of operation.
- Attention to detail.
- Critical thinking/problem analysis and solving.
- Ability to make independent decisions and use discretion.
- Ability to successfully negotiate and use persuasion.
- Understands and can interpret state statute for Small Works Roster and other related regulations.
- Knowledge of permitting process and contracting practices.
- Ability to effectively supervise and work as part of a team.
- Advanced math skills, including analysis and data manipulation.
- Ability to lift/move up to 25 pounds.

Education and/or Experience:

Associates degree in business administration or construction. Five years project management experience. Sufficient experience can be substituted for formal education.

Job Conditions:

Work generally takes place in a climate controlled office environment during normal office hours with occasional evening meetings. Work may require travel to construction sites.