



Port of Pasco

Job Title:	PROJECT MANAGER
Department:	Administration
Reports To:	Director of Economic Development & Marketing
FLSA Status:	Exempt, Full-Time
Salary:	90,000-120,000 DOE/DOQ, Medical, Dental, Vision, LTD, Life Insurance, and PTO, Department of Retirement Systems.

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

POSITION SUMMARY:

The Project Manager position is responsible for the management of projects related to building and maintaining Port infrastructure. This includes participating in development, planning, engineering, and implementation of all manner of projects related to the built environment. The Project Manager is also responsible for ensuring conformance to Washington State and Federal contract law, completion within authorized project budgets and schedules, and conforming to project scope and permit conditions.

ESSENTIAL FUNCTIONS OF POSITION:

- Participates with Port team on development of 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. Assesses risks associated with each project, ensuring completed project meets deliverable objectives.
- Develops and administers contracts for professional services, personal services, and public work contracts to execute capital projects as approved by the Port Commission in the capital budget.
- Coordinates the selection of and work with consultants to prepare bid packages, specifications and drawings for small works projects.
- Reviews consultant work products to ensure deliverables meet project scope requirements and as requested, summarizes and transmits to the management team.
- Plans, directs, organizes, and manages construction projects including bid documents, budgets and timelines. Works directly with consultants, staff, tenants, and other project stakeholders.
- Reviews and determines approval of responsive and responsible bidder criteria, recommends bid awards, certificates of insurance, L&I requirements, intents and affidavits, subcontractors, submittals, change orders, RFI, operations and maintenance manuals, punch list and closeout documentation.
- Develops and maintains relationships with contractors to assist with project activities and oversees contractor performance.

- Monitors project costs to ensure they are within the authorized budgets and delegated authorities, reviews and approves contractor and consultant payments, change orders and requests for substitution.
- Manages and inspects construction and construction site activities as they impact stakeholders and facility operations to ensure continuity of operations during construction.
- Prepares schedules, cash flow projections, project status reports/performance indicators, and costs estimates, as required.
- Prepares and presents reports, or other documents, as required, for public meetings and, as required, answers questions from the public and Commission.
- Works with legal counsel and insurance brokers on contract reviews.
- Provides information to keep websites up to date on projects and related content.
- Effectively understands and applies State, Federal, and funding source regulations as applicable to the bidding process, contractor selection, and contract management. While monitoring legal and regulatory changes as they arise.
- Provides technical assistance in obtaining and administering grant awards for assigned projects. Coordinates management of grants during the design and construction phase of the project.
- Coordinates all permitting and environmental reviews associated with each project with consultants. Coordinates environmental assessments when required.
- Prepares options and cost estimates for building repairs and improvements and small infrastructure improvements. Solicit quotes for construction projects, facility repairs and infrastructure improvements.
- Assists with developing master plans of industrial and commercial areas, site development and permitting of new industrial sites, planning and overseeing building and tenant improvements.
- Maintains accurate records, keeping project databases, payment systems, and project files up to date, in compliance with Public Records laws.
- Works with consultants to prepare CAD maps and assemble site information for potential property purchasers, building lessees.
- Prepares SEPA checklists.
- Serves as Port liaison with consultants and regulatory agencies on projects and developments, including City and County building departments.
- Performs routine inspections of Port buildings.
- Coordinates with Port Facility Managers to implement and maintain a preventative maintenance plan for facilities and infrastructure.
- Assists Facilities Managers with inspections of fire alarm, elevator, fire suppression, sprinkler systems and landscape contracts throughout the Port.
- Coordinates rail line inspections and maintenance with the Big Pasco Facility Manager and the Federal Railroad Association.
- Maintains Port Mechanical drawings, maps, and drawings.
- All other reasonable duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Proficiency in the use of computers, printers, and software such as AutoCAD, ArcGIS, and Microsoft Office Suite.
- Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action, problem-solving and prioritizing.
- Knowledge of project planning, design management, cost estimating, bid specifications, competitive bidding, contract management and construction supervision.
- Knowledge and familiarity with public works projects including public advertisement, prevailing wages, certified payrolls, change orders, and managing pay requests.
- Familiar with applicable laws, codes and permit requirements that govern construction.
- Ability to read, analyze, comprehend, interpret, and summarize engineering and construction documents.
- Ability to function independently, work well with others, and willingly accept or provide direction and technical guidance as necessary.
- Follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with Port employees, outside vendors, contractors, tenants, associates and the public.
- Personal grooming, dress code and conduct shall be appropriate as to not reflect in a negative manner.
- Must be able to regularly and punctually attend work at the office or other location(s).

REQUIRED EDUCATION AND EXPERIENCE:

Education & Experience Requirements:

- Must have a combination of education and experience that provides the required knowledge, skills and abilities equivalent to 5 years of work as a project manager or related field. A Bachelor of Science degree in a related field is strongly desired.
- A minimum of 2 years directly working on construction design, project management, inspection, and cost estimating with particular emphasis on building construction.
- 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.

Licenses, Certifications & Other Requirements:

- Must be 18 years old.
- Must be authorized to work in the United States.
- Must be able to fluently speak and understand the English language
- Must possess a valid Washington State driver's license, or ability to obtain one within 30 days of employment.
- Must meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- Must successfully pass a pre-employment drug screening, and medical examination.

WORKING CONDITIONS:

Environment:

- Both indoor and outdoor working environments with exposure to dust and pollen; may be subject to a variety of extreme weather conditions; intermittent exposure to noise as well as strong fumes and odors; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with repair and maintenance activities. Will require occasional trips to other Port offices and other agency offices and construction sites for business purposes

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires sitting, standing, walking, bending, kneeling, stooping, crouching, pushing, pulling, twisting, reaching, lifting, using a step stool, manual dexterity and other normal moves required in the performance of the job. The employee may need to lift and/or move items up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.
- Operation of a motor vehicle.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The Employer retains the right to change or assign other duties to this position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.

EEOC Notice: The Port prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.