

Employee Name:		Phone:	360-528-8050
Position Title:	Capital Assets Program Manager	Grade:	P
Department:	Executive Services	Date:	01-05-2023
Supervisor/Title:	Lisa Parks, Executive Services Director	FMLA Status:	Exempt
Working Title:	Capital Assets Program Manager	Emp. Status	Full Time

### Position Overview

The Capital Assets Program Manager assists the Executive Services Director and the Port’s business units in developing, managing, and implementing the Port’s capital investment program. This position is also responsible for assisting with implementation of public works and maintenance projects, Port wide. The Capital Assets Program Manager works with Port colleagues and consultants to ensure all aspects of these projects are completed from project conception/development through project close out. The position is responsible for managing annual capital budget and major maintenance projects, from inception through project delivery, including consultant management, project scoping, cost estimating, design and documentation, contract management and close-out. This position may also serve as project lead for capital projects and initiatives that involve community and stakeholder partnerships. The Capital Assets Senior Manager provides and/or oversees technical support, including management of technical and professional consultants, Port wide, in the form of facilities information, surveying, site planning, problem solving, providing technical advice, and maintaining Port base maps and plans records library.

This position reports to the Executive Services Director and works closely and collaboratively with the various business units, primarily through the Senior Managers, and with the Contract and Grant Administrator. The Capital Assets Program Manager routinely engages other Port colleagues in support of the “One Port” philosophy of successful Port sustainability and success. This is a 24/7 response obligation position.

### Essential Job Functions (Primary Duties)

The essential duties and responsibilities of this position include, but are not limited to the following:

**Overall:**

- Demonstrate leadership qualities and credibility both internally and as a Port representative in the local and regional community and with regulatory agencies.
- Maintain and foster effective partnerships with government agencies, local tribes, and the public.
- Work collaboratively with Port colleagues to foster and maintain a positive, teamwork-oriented environment.
- Provide briefings and updates to the Port Commission, Executive Director, Port colleagues, citizen groups, individuals, consultants, and others.

**Capital Investment Planning/Asset Management:**

- Work with the Executive Services Director and business unit managers to develop, manage and implement the Port’s long range capital investment plan and the annual capital budget, including funding strategies.
- Work with community groups and partners on capital projects and initiatives.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Essential Job Functions (Primary Duties)**

- Serve as project lead and liaison with community groups and partners on identified projects to develop common understanding and agreement on collaborative efforts, including working with colleagues to draft appropriate agreements.
- Develop timelines and work plans with partners to coordinate and implement collaborative efforts.

**Public Works & Project Management:**

- Manage public works projects, from inception through closeout. This includes but is not limited to:
  - Plan, organize and schedule efforts associated with assigned capital and maintenance public works projects, including selecting and managing appropriate technical consultants, as needed;
  - Prepare project scopes of work and cost estimates;
  - Work with the Contract and Grant Administrator to conduct and manage the competitive bidding process;
  - Select and manage the Port's project team;
  - Provide leadership for design teams and consultants to assure project documents, including engineering reports, feasibility studies, environmental documents, and construction documents, meet intended project goals and objectives;
  - Work with colleagues to identify and secure all necessary engineering, environmental, building and/or construction permits;
  - Work collaboratively to develop and track project budgets, and ensure projects are completed within allocated and approved budgets;
  - Manage construction of projects including schedule, change orders, payments, quality control, project documentation, onsite construction inspection and administrative support, contract pay quantity calculations and verification; and
  - Prepare project closeout documentation.
- Provide technical support to all departments in the form of developing and/or managing consultants who develop design and contract drawings, mapping and permit drawings.
- Provide quantity take-offs, alignment and grades and design details for in-house civil design work; data gathering and analysis for various geotechnical and environmental studies and projects.
- Coordinate with Federal, State, County and local governmental agencies, railroads, utility companies, property owners and relevant community organizations as projects necessitate.
- Maintain current knowledge and documentation of state and federal contracting requirements, building codes, ADA requirements, safety regulations and requirements and advise other departments on related issues.
- Manage issues and risks that may arise with assigned projects.
- Ensure Port facility records of utilities and ownership maps, including topographic and land use mapping, are updated and maintained as appropriate.
- Maintain knowledge of project management and/or engineering principles related to public works procedures and practices, public works contract administration, and Federal, State and local agency laws.

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**Essential Job Functions (Primary Duties)**

- Perform other duties as assigned.

**Supervisor Responsibilities**

No supervisory responsibilities are required for this position.

**Accountability**

All employees are held accountable to the Port of Olympia Employee Values

**Minimum Qualifications (Experience / Education Required)**

- Bachelor's Degree in engineering, construction management or a closely related field. A combination of work experience and education may substitute for the degree requirement.
- Completion of formal project management coursework (minimum of 72 hours of project management education/training). PMP Certification is highly desired.
- Minimum of four years of experience in public works project management in Washington State, including managing contractors and consultants; and with capital investment planning, long term asset management strategies.
- Valid Washington Driver's License or ability to acquire one within 90 Days.
- Valid Transportation Worker Identification Card (TWIC) or ability to acquire one within 90 days.

**Required Knowledge / Skills / Abilities**

- Ability to proactively research and identify problems and opportunities, and to apply systematic/systemic thinking, focusing on details while understanding the larger organizational context.
- Assist others in exploring alternative ways to view and solve problems and achieve results.
- Practiced in developing creative, innovative strategies to meet project and organizational objectives, and encouraging others to explore and understand potential alternative solutions.
- Excellent communication skills, both oral and written, targeted to a variety of audiences, and an ability to work effectively with a wide variety of people.
- Demonstrated management and problem solving skills, including monitoring for and managing risks and continually assessing outcomes, achievements, and effectiveness.
- Ability to work effectively in teams.
- Ability to exercise project discipline, accountability, innovation, and best practices over a wide variety of technical and business project initiatives, ensuring quality standards and project performance measures are achieved.
- Ability to clearly understand and define customer needs and desired outcomes, and to use effective techniques to achieve results.

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**Required Knowledge / Skills / Abilities**

- Maintain good personal/business relationships with Port staff, labor, community organizations and citizens, tenants, and customers.
- Plan, negotiate, and lead.
- Experience working with project tracking tools such as Microsoft Project, eBuilder, Laserfish. Experience working with PC based network systems, MS Office applications including Word, Excel, PowerPoint, Outlook, and Project, AutoCAD, ArcGIS and other related software. Experience working with surveying equipment/GPS.
- Moderate business travel is expected/required.

**Check all that Apply**

<b>Physical Requirements</b>	<b>N/A</b>	<b>Rarely ( 1-12%)</b>	<b>Occasionally ( 13-33%)</b>	<b>Frequently ( 34-66%)</b>	<b>Regularly ( 67-100%)</b>
Standing				X	
Walking				X	
Climbing			X		
Sitting					X
Stooping / Kneeling			X		
Lift/Carry up to 15 lbs.					X
Lift/Carry up to 30 lbs.				X	
Lift/Carry up to 50 lbs.			X		
Push/Pull up to 25 lbs. of exertion			X		
Push/Pull up to 50 lbs. of exertion		X			
Work below waist level		X			
Work at waist to shoulder level			X		
Work above shoulder level		X			
Reach further than arm's length			X		
Fingering					X
Grasping / Holding				X	
Talking					X
Hearing					X
Seeing					X
Work in confined spaces			X		
Exposed to extreme temperatures			X		
Operate tools or machinery (incl. office equip.)				X	
Operate motorized vehicles/equipment					X
Work at heights balancing		X			
Use/exposed to hazardous substances		X			

**Signatures:**

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date Title

\_\_\_\_\_  
Director (if different than Supervisor) Date Title

**\*\*Return original with signatures to Human Resources.**

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