



**PORT of OLYMPIA**

**Washington**

**CAPITAL ASSETS PROGRAM MANAGER**

**\$92,215 - \$138,328**

*Plus Excellent Benefits*

*Apply by*

**March 19, 2023**

*(Open until filled. Applications will be reviewed as submitted.)*

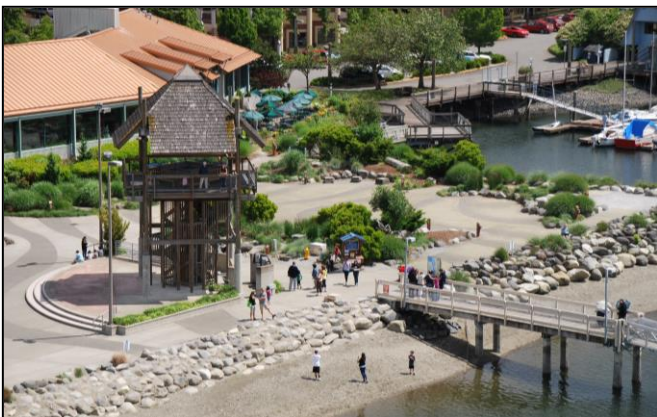
**PROTHMAN**



## THE COMMUNITY



Headquartered in Olympia, Washington the Port of Olympia serves the Thurston County community in a variety of ways, leading and participating in many of the area's economic development efforts. Olympia is the capital of the state of Washington, the county seat of Thurston County and is the southern gateway to Puget Sound's metropolitan region. It is home to a wide variety of industries, including state government, health care, retail, military, education, construction, farming, fishing, and logging, and has an active arts community. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.



The region has a wide array of public parks and nature conservation areas. Majestic Mount Rainier and the rugged Cascade Mountains are nearby to the east, while the Pacific Coast is just an hour drive to the west. Blessed with a year-round mild climate, outdoor activities can be enjoyed almost any day, and the nearby mountains offer many opportunities for skiing, snowboarding, cross-country skiing, snowmobiling, and mountain climbing. Located on Budd Inlet, the southernmost point of Puget Sound, the area offers significant opportunities for a diversity of water enthusiasts. Historic downtown Olympia offers a variety of eclectic shopping and dining experiences, while Olympia's Westside is a regional shopping destination with numerous national brand stores and the auto mall.

## THE ORGANIZATION

Established in 1922, the Port of Olympia has a proud history in Thurston County. The Port serves the community by promoting trade, supporting family-wage jobs, and improving the environment. Today, more than 5,000 jobs and nearly \$715.5 million in economic activity in Thurston County depend on the Port of Olympia. The Port of Olympia is governed by three elected Commissioners who set policies and objectives. Each commissioner represents a district within Thurston County and serves a four-year term. The commissioners appoint the Port's Executive Director, who is responsible for the ongoing management of the Port's enterprises and facilities. The Port of Olympia operates with 49 FTEs utilizing 2022 budgeted operating revenues of \$14,352,204 and a capital budget of \$2,871,726. The Port's departments and business units include Operations (Marine Terminal, Airport, Swantown Marina and Boatworks, and Unified Maintenance), Business Development and Real Estate, Executive Services (Communications, Marketing and Government Affairs, Planning and Environmental, and Administrative Services) and Finance. From the commercial center at NewMarket Industrial Campus and the diversified specialty Marine Terminal, to the vibrant Swantown Marina and Boatworks and the strategically located Olympia Regional Airport, the Port of Olympia is committed to fostering economic growth in the South Puget Sound region and serving the needs of global customers. The Port values its relationships with the community, customers, Squaxin Island Tribe, Nisqually Indian Tribe, Chehalis Tribe, municipal governments, Joint Base Lewis-McChord (JBLM), and many regional economic development partners.

To learn more about the Port of Olympia, please visit [www.portolympia.com](http://www.portolympia.com).

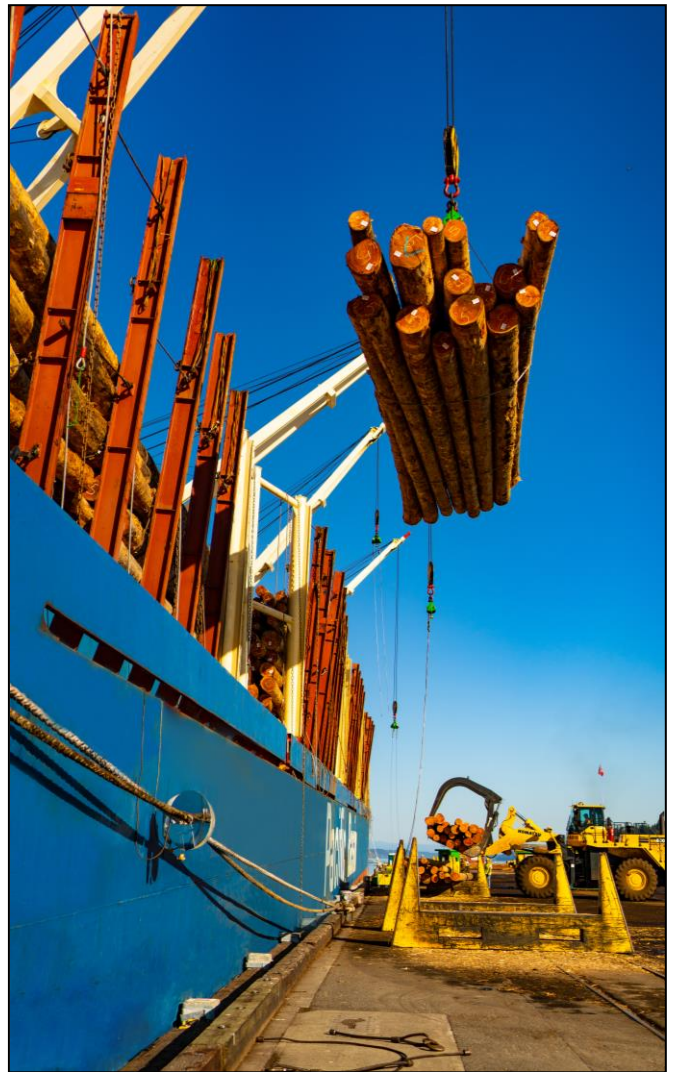


## THE POSITION

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.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



## EDUCATION & EXPERIENCE

- A 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 (4) years of experience in public works project management, 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.

## COMPENSATION & BENEFITS

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- **\$92,215 - \$138,328 DOQ**
- Medical, prescription, vision, and dental insurance with no out-of-pocket employee premiums and full coverage for employee, spouse, and all eligible dependents.
- Life and AD&D insurance with a maximum of \$100,000.
- 12 paid holidays.
- Earned vacation and sick leave.
- Bereavement leave.
- Educational assistance.
- Long-term disability insurance with optional additional coverage paid by the employee.
- Washington State Retirement System.
- Wellness fringe benefit.
- Optional AFLAC.
- Optional Ameriflex FSA.

**For more information about  
the Port of Olympia, please visit:  
[www.portolympia.com](http://www.portolympia.com)**



To learn more about the benefits provided, please view the attachment found [here](#).

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The Port of Olympia is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 19, 2023** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**Port of Olympia, WA – Capital Assets Program Manager**", and click "**Apply Online**", or click [here](#).



[www.prothman.com](http://www.prothman.com)

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