

Port of Port Angeles
POSITION DESCRIPTION FORM

CHECK THE BOX THAT APPLIES:			
<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Vacant Position	<input type="checkbox"/> Filled Position	
POSITION TITLE: Capital Program Manager			
INCUMBENT'S NAME (if filled position):			
DEPARTMENT or DIVISION: Admin			
FLSA STATUS: Exempt		SALARY GRADE: 13 to 14 DOQ	
EMPLOYMENT CLASSIFICATION:			
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	%	<input type="checkbox"/> Seasonal

JOB SUMMARY

The Capital Program Manager is responsible for the Port's Capital Improvement Plan, including budgeting, capital construction, infrastructure, major maintenance involving marinas, terminal dock facilities, log yard facilities, airport, industrial rental properties, and equipment. The Capital Program Manager will oversee and coordinate a variety of projects at the Port, ensuring they are completed on time, within budget, and aligned with the Port's goals. This role requires strong leadership, communication, and problem-solving skills to work effectively in a cross-functional team and collaborate with stakeholders, including governmental agencies, contractors, colleagues, and the community.

The Capital Program Manager reports to the Chief Operating Officer. He/she is also expected to communicate directly with the other business line managers, the Chief Executive Officer, and the Port Commission in the areas mentioned above.

SUPERVISORY RELATIONSHIPS

IMMEDIATE SUPERVISOR'S NAME: Chris Hartman	SUPERVISOR'S TITLE: Chief Operating Officer
<p>1. What type of supervision is required for this position while performing assigned duties?</p> <ul style="list-style-type: none"> The Capital Program Manager requires limited supervision and is expected to closely collaborate with all other department heads to accomplish the strategic goals outlined in the Port's Strategic Plan. <p>2. What responsibility, if any, is there for directing or supervising the work of others:</p> <ul style="list-style-type: none"> Position does not have direct reports or supervisory responsibility, but is subject to change as may be required. 	

ESSENTIAL FUNCTIONS

List the primary functions of the position in decreasing order of importance by percentage of time spent on each. Functions listed in this section should fall into one or more of the following categories:

- A. Job tasks that are fundamental and are the primary reason(s) for which the job was established.
- B. Any tasks that are so critical that they cannot be eliminated from the description of the job without significantly changing the position's function or classification.
- C. Any tasks, regardless of the frequency of performance, which another employee cannot assume.

Percentage* <input type="checkbox"/> By month <input checked="" type="checkbox"/> By year <input type="checkbox"/> Other:	Essential Functions
40%	<p>Engineering / Construction / Project Management</p> <ul style="list-style-type: none"> • Develop comprehensive project plans that outline scope, timeline, resources, and budget. • Direct the administration of construction contracts. • Direct, prepare, and review plans, specifications, and estimates of current and potential construction projects. • Act as the primary point of contact for all project stakeholders, facilitating communication and addressing concerns. • Conduct pre-construction conferences, pre-bid showing of projects, and bid openings. • Review project construction reports for conformance to specifications and plans. • Interpret plans and specifications for intent. • Facilitate the approval of change orders, progress payments, and recommend acceptance of final projects. • Manage engineering consultants performing design and/or construction inspections. • Monitor project progress and contract performance. Report on the progress of construction projects and provide other technical information to the Senior Leadership team and the Port Commission for consideration. • Provide advice to and coordinate with all Port departments on engineering and technical matters and procedures in a wide field of public works subjects; analyze and report the impact of proposed plans and developments on the Port's capacities and abilities to service. • Apply knowledge of modern engineering principles, design, systems, methods, practices, and equipment utilized in construction, maintenance, and design, and of sound management and administrative principles and techniques. • Serve as the Port's Project Management resource, providing hands-on support and leadership to the team in the development and implementation of Project Charters. • Maintain the Port's portfolio of projects and programs. • Responsible for the preparation of thorough and timely technical advice, analyses, and reports, which can serve as the basis for sound decisions by the leadership team and the Board of Commissioners in their responsibility to ensure that expenditures of funds are for optimum benefit and service to the community. • Complete public works project daily reports of activity. • Conduct periodic wage rate interviews to ensure compliance with either Davis Bacon or Washington State Prevailing Wage Rates. • Collaborate with the Procurement Manager to prepare, review, and oversee contract terms, ensuring compliance with all agreements involving contractors, vendors, and service providers. • Collaborate with the Grants and Government Affairs Manager on grant management, reimbursements, and grant closeout activities.

30%	Planning <ul style="list-style-type: none"> • Manage comprehensive long-range and strategic plans for all Port properties and operations. • Coordinate with departments to prepare and maintain the Capital Budget and Capital Improvement Plan. • Develop, administer, and revise short and long-range maintenance plans, capital improvement goals, and budgets. • Make recommendations and assist in the development of new policies and strategic plan updates. • Align capital planning with applicable funding sources and provide guidance for grant application preparation.
20%	Maintenance <ul style="list-style-type: none"> • Assist the Facilities Manager in developing solutions for short-term repairs and long-term preventative maintenance strategies. • Collaborate with the Facilities Manager to annually inspect Port facilities to identify deficiencies and develop solutions.
OTHER JOB DUTIES	
<p>List other duties that meet any of the following criteria:</p> <p>A. Any task(s) that is(are) important to the organization, but less critical, and is(are) more easily reassigned or moved out.</p> <p>B. Any task(s) that may be reassigned to another position without significantly impacting the classification and/or salary of the position.</p>	
Percentage* <input type="checkbox"/> By month <input checked="" type="checkbox"/> By year <input type="checkbox"/> Other:	Other Job Duties
10%	<ul style="list-style-type: none"> • Provide information to the public effectively and harmoniously. • Implement and maintain sound organizational operations to assure optimum service to the Port. • Collaborate with the Procurement Manager to administer an efficient and effective system for purchasing, securing, and utilizing departmental supplies and equipment. • Attend conferences or other training opportunities for continuous professional growth. • Present at local government and community organization meetings. • Participate in the Port's Safety Committee.
(NOTE: Essential functions and other job duties together must total 100%)	

QUALIFICATIONS	
Knowledge, Skills, & Abilities Required: <ul style="list-style-type: none"> • Knowledge of modern engineering principles and practices as applied to public works design, construction, maintenance, and operations. • Knowledge of principles, practices, and methods of modern planning, including shoreline ordinances affecting Federal, State, and local codes and regulations. • Knowledge of environmental regulations, laws, and permits with the ability to advise and guide Port tenants and projects on compliance issues. • Knowledge of modern Project Management principles. • Ability to schedule and review reports, budgets, and departmental materials and correspondence. Preferred Work Experience: <ul style="list-style-type: none"> • Minimum 5 years (10 years preferred) of previous work experience in engineering or related fields. • Work experience in both the private and public sectors preferred. 	

Preferred Education and Training:

- Bachelor of Science Degree in the engineering field.
- Master's Degree in engineering or business management
- Washington State Professional Engineering License.
- Certification as a Project Management Professional

PHYSICAL and WORKING CONDITIONS

While performing the responsibilities of the position, the employee is generally required to meet the following physical demands:

1. **Strength**
 - a. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands exceed those of sedentary work. Light work usually requires walking or standing for a significant portion of the time.
2. **Movement**
 - a. STOOPING - Bending body downward and forward. May require full use of the lower extremities and back muscles.
 - b. REACHING - Extending hand(s) and arm(s) in any direction.
 - c. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands.
 - d. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand/arm.
3. **Auditory**
 - a. TALKING - Accurately and efficiently expressing or exchanging ideas by means of the spoken word.
 - b. HEARING - Receiving detailed information through oral communication by perceiving the nature of sounds.
4. **Vision**
 - a. NEAR ACUITY - Clarity of vision at 20 inches or less.

Working Conditions

- a. OFFICE ENVIRONMENT - Work is mostly performed in a climate-controlled facility providing reasonable comfort and security. Noise level is usually low. Some travel between work locations may be required.

The job duties as defined are an accurate reflection of the work to be performed by this position.