

TITLE: Project Manager & Real Estate Development

DEPARTMENT: Administration / Operations

REPORTS TO: Port Executive Director

SUPERVISES: Staff as directed

DEFINITION:

Responsible for asset management of the Port's real estate portfolio, the day-to-day operation and maintenance of all Port facilities including leased buildings and industrial business parks. Responsible for all project contract duties such as ensuring conformance to Washington State and Federal contract law; coordinating environmental and construction permitting; assisting with project planning and funding options; general day-to-day project documentation and procurement; project compliance with all local, State and Federal regulations as applicable.

Assist in Port planning and marketing as needed; provide support in land or property sales and leases as directed by Port Executive Director. Assist other departments as needed with prior approval from Port Executive Director.

CONTROLS OVER WORK:

The work will be performed under the direct supervision of the Port Executive Director and in conjunction with other department heads as needed. Performance appraisals will be given annually or as deemed necessary by the Port Executive Director.

ILLUSTRATIVE EXAMPLES / SPECIFIC DUTIES OF WORK:

1. Real Estate and Asset Management:
 - a. Administers leasing activities for the Port's properties, which include: preparing lease abstracts; maintaining and updating tenant databases; reviewing rent charges; reviewing status of lease security and insurance requirements; investigating and resolving complaints; inspecting lease agreements, security deposits, and insurance requirements.
 - b. Plans, develops and implements projects and maintenance activities, which include: conducting routine inspections of Port property; supervising preventative maintenance activities; reviewing and overseeing tenant improvements and renovation projects. Attends meetings with contractors, architects, engineers and various permitting agencies.
 - c. Administers bidding process for Port property; establishes lease rates and terms; conducts lease negotiations; ensures compliance with laws, Port policy, and permitting requirements.
 - d. Develops and implements property management strategies; analyzes financial data and identifies trends; recommends future development and facilities maintenance programs; and recommends capital investment opportunities.
 - e. Identifies requirements for Port infrastructure; selects and directs consultants and contractors to implement expansion, improvement or repair; and performs or commissions cost estimates.

- f. Prepares monthly progress reports and other special reports as needed for the Port Executive Director and Commission; maintains accurate files and keeps a computerized data base of contract records for both design and construction.
2. Bid Openings and Awarding:
- a. Responsible for official recording of bids; review bid documents to assure compliance with applicable laws and funding source requirements (i.e., checking for bid bonds, performance bonds and insurance documentation); presents information to the Port Executive Director and Commission recommending award of the bid; prepares all documents for contractor to sign including, but not limited to, the contract and notice to proceed; notifies all State, Federal and funding agencies of bid award as applicable; corresponds with bidders and contractors on non-technical issues.
3. Project Construction:
- a. Attends all weekly construction meetings; provides status reports to Port Executive Director and Commission; performs interviews as may be required by funding sources; compiles all construction documentation as required by State and Federal regulations and other funding sources; tracks all expenditures for each contract; provides Finance Director/Treasurer approved requests for payment from contractor and A & E; files reimbursement requests and keeps the Finance Director/Treasurer updated on status of requests.
4. Marketing:
- a. Assists Communication Director in marketing of Port's land and facilities.
 - b. Works with legal counsel in preparing sales and lease agreements, interlocal agreements and various other agreements that the Port may enter into.
 - c. Keeps Communication Director informed on web page content.
 - d. Keeps track of hours worked and submits time sheet to Port Executive Director for approval prior to payroll processing.
 - g. Any and all duties as assigned.
5. Working Conditions:
- a. Duties are primarily performed in the Port Offices and outside on project work sites. The employee may be required to travel to meetings in or out of town and will be required to attend Port meetings.
 - b. Must be physically able to perform the essential functions of the job including, but not limited to, the ability to properly lift up to 50 pounds and walk long distances per day on uneven terrain.
 - c. Safely operate all Port vehicles.

DESIRED QUALIFICATION

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

- A minimum of a two-year degree from a community college or vocational school focusing on contract or construction management and business management or equivalent.
- High School diploma or GED and 2 years working experience in construction management, contract management or business management.
- Valid Washington State vehicle operator's license.

Knowledge of:

General public contracting practices and procedures.

State and Federal regulations and standards related to public construction projects.

General business management and employee supervision practices.

General marketing, property sales and leasing.

Ability to:

Successfully manage time, prioritize tasks, coordinate day-to-day work, guide project planning and contract management.

Effectively understand and apply State, Federal and funding source regulations as applicable to bidding process, contractor selection and contract management.

Perform designated project management responsibilities for the various areas of the Port, including but not limited to, general construction projects, industrial waste water projects, and transportation/planned development projects.

Establish and maintain effective working relationships with employees, Commissioners, other agencies and the general public.

Communicate effectively, both orally and written, with individuals and groups regarding all issues or regulations affecting the Port.

Operate equipment applicable to job duties in compliance with the Port's operating safety policies and procedures.

WAGE AND BENEFIT PACKAGE:

Salary Range: Regular Full Time / \$50,000 - \$85,000 annually

Status: Exempt