

PORT OF BROOKINGS HARBOR
POSITION: PROJECT MANAGER

1. REPORTS TO:

Port Manager

2. PURPOSE OF POSITION:

- A. Directly acts as Project Manager for all Port development projects. Plans and implements ongoing operational improvements and serves as liaison with local, state, and federal agencies as well as contractors and consultants.

3. DUTIES AND RESPONSIBILITIES:

The following are examples of principle duties; however, any one position may not perform all duties listed and examples may not cover all duties an employee is required to perform.

- A. Reviews and approves with Port Manager all project requisitions and expenses in accordance with budget requirements and established procedures.
- B. Provides oversight for all Port projects including but not limited to; project management, maintenance inspections, capital project funding and reimbursement, time and material records and budget implementation.
- C. Implements cost-effective solutions and suggestions regarding Port projects.
- D. Upholds and enforces all Port policies, ordinances, and procedures; as well as State and Federal rules and regulations as they pertain to Port property. This includes assisting in development and improvement of Port operating policies.
- E. Serves as liaison with local, state, and federal agencies as well as contractors and project engineers.
- F. Develops and coordinates grant funded projects and dredging programs.
- G. Responds to Port emergencies as needed.
- H. Other duties as directed by Port Manager.

4. WORKING RELATIONSHIPS:

Oversees: Port projects

Internal contact with the Port staff as often as necessary and at least daily contact with the Port Manager.

External contact with the consultants, other agencies and local contractors as required or requested by the Port Manager.

Scheduling Latitude: Daily routine will leave little latitude for time off; latitude will be allowed in determining how best to carry out day-to-day routines as long as coverage of all areas is achieved.

5. POSITION REQUIREMENTS:

- A. Strong organizational, supervisory and administrative skills and experience.
- B. Skilled technical background in Port operations, including technical knowledge of grounds, building and equipment maintenance methods, principles, practices, and materials.
- C. Five-year related experience in marina or facilities management in a related field and/or a combination of education, training and/or experience which would provide the required knowledge, skills, and abilities necessary to perform the duties of the position.
- D. Valid Oregon driver's license.

6. PHYSICAL AND MENTAL DEMANDS:

Able to work harmoniously with the public and Port staff. Must be in sound physical condition.

7. WORK ENVIRONMENT:

Indoors and out. Rain or shine.

The Project Manager is a full-time position and may require more than 40 hours a week to perform. This position is considered to be a management position for the purpose of Federal and State Wage and Hour Law, and no overtime wages will be part of this compensation package except under extreme circumstances which will be determined solely by the Port manager.