



# SKAGIT TRANSIT

WASHINGTON

## CAPITAL PROJECTS MANAGER

**\$100,579 - \$134,363**

*Plus Excellent Benefits*

*Apply by*

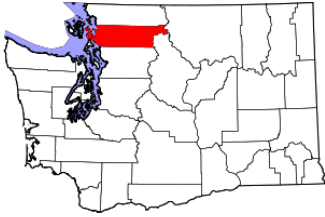
**November 5, 2023**

*(Applications Reviewed as Submitted. Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Skagit Transit is headquartered in the city of Burlington, Washington and serves the nearby areas of Anacortes, Mount Vernon, Sedro-Woolley, Burlington, and La Conner. Skagit Transit is a part of the Skagit Valley which is located between the beautiful peaks of the Cascade Mountains and the phenomenal Puget Sound. This amazing region has a little bit of something for everyone, including a large variety and abundance of shops, restaurants, outdoor activities, and agricultural attractions scattered throughout each city served by Skagit Transit. The region is also home to the Skagit Valley Tulip Festival which attracts more than one million visitors per year.

With solid funding, a 6-year transit development plan, a quality fleet, and a willing staff to move the Agency forward, Skagit Transit is looking for a qualified capital projects manager to join an innovative team that is working on a number of versatile current and future projects.

Skagit Transit offers the right candidate a chance to work in a high-performance team-structured organization, in a region that takes pride in its history, spectacular natural beauty, and way of life.



**THE COMMUNITY**

Skagit County has a population of approximately 127,000 people and is located approximately 60 miles north of Seattle, Washington. The region is known as being one of the fastest growing counties in the state and has experienced steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980s, first being part of the Mount Vernon Chamber of Commerce, then branching out to form its own organization. Businesses in Mount Vernon and Burlington enjoy strong community and local government support, a thriving business climate, and easy access to Interstate 5 and marine shipping.

**THE AGENCY**

Skagit Transit was established by voter approval in 1993 with the goal to provide transit service to the Mount Vernon and Burlington area. Since 1993, the Public Transit Benefit Area or PTBA, has expanded to Anacortes, La Conner, Lyman, Concrete, Hamilton, and Sedro-Woolley. Skagit Transit is governed by a 10-member Board of Directors and employs 160 FTEs. In 2021, combined ridership for all modes of service totaled 384,250. Ridership by mode included 225,406 Local Fixed Route, 63,737 Commuter Bus, 42,174 Paratransit, and 52,933 Rideshare. To learn more about the Skagit Transit Board of Directors, please visit [www.skagittransit.org/about-us/board-of-directors](http://www.skagittransit.org/about-us/board-of-directors).



The overall management of Skagit Transit is divided into eight departments, which includes Operations, Finance & Administration, Human Resources, Information Technology, Safety and Training, Security, Maintenance, and Facilities. The Agency operates these departments on a 2023 budget of \$29,597,736.

Skagit Transit currently serves 750 square miles of Skagit County, including the unincorporated areas of Northwest Skagit County, South Fidalgo Island and Burlington Country Club. Skagit Transit has 17 fixed routes and over 45 rideshare groups.

Skagit Transit has had many upgrades to its facilities since the Agency's establishment, including the transfer stations, and the administration building. Coming soon, Skagit Transit will also have a new state-of-the-art maintenance operations and administration facility.



## THE POSITION

Under the general supervision of the Chief Executive Officer (CEO), the Capital Projects Manager is responsible for one or more major projects in all phases, multiple special projects and/or facility projects, and ensuring all required tasks are performed on time and within budget.

Major projects include construction of new buildings, underground or above ground utility infrastructure or major renovations of existing buildings. Special projects typically include renovating areas of an existing building or utility system. Facility projects are typically interior fit-outs. The capital improvement budget drives the facilities and construction plan.

Specific responsibilities include planning, scheduling, budget management, quality control, safety, and coordination of subcontractors and internal staff. This position manages relationships with consultants and contractors and develops project scopes, negotiates hourly rates, prepares reports, develops and maintains schedules and budgets, and ensures quality reviews are complete.

The Capital Projects Manager is also responsible for the identification of scheduling and cost variances and the implementation of recommendations for corrective action for negative variance. This position requires a leadership mindset, excellent communication skills, and the ability to work with all members of project delivery teams in a highly collaborative environment.

To view the full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

Skagit Transit's MOA2 project has been ongoing for several years. The project has many pieces, components, and vendors that are involved. The selected candidate will benefit by having a strong background in versatile projects.

There is a multitude of proposed future projects inclusive of bus stops/pullouts, electrical infrastructure, ADA compliance, various site plan changes, permitting, and remodel construction projects. Coordination and compliance knowledge will be beneficial to ensure all projects are successful. Well-rounded project management skills and experience will be a key to success in this position.

## THE IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree in construction management, architecture, civil engineering, or a related field, and a minimum of three (3) to five (5) years of progressively responsible experience as a project manager in a related design, engineering, or construction field is required.

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities required to successfully perform the job will be considered.

### Knowledge, Skills, and Abilities:

- Experience with civil, structural, or public construction.
- Advanced Project Management Training and Project Management or Construction Management Certification from an accredited institution.
- Knowledge of construction methods, equipment, materials and design, and labor management to ensure a successful project.
- ADA Certified or have the ability to obtain certification within six months of hire.
- Advanced understanding of WSDOT Standard specifications, statutory requirements, and industry standards preferred.
- Knowledge of methods, techniques, and procedures involved in budgeting, procurement, and contract negotiations and administration.
- A valid Washington State Driver's License at the time of hire, or ability to obtain readily.

## COMPENSATION & BENEFITS

- **\$100,579 - \$134,363 DOE**
- Medical (Employee pays 10% of the Medical Premium, Dental, Life Insurance, and Vision Service Plan.
- Washington State Department of Retirement Systems (DRS) Public Employees Retirement System Plans (PERS) offered.
- Employer Paid Life Insurance.
- Employer Paid HRAVEBA.
- Employer Paid Employee Assistance Plan (EAP) and Disability Insurance.
- 11 Paid Holidays per Year.
- Generous leave accrual available for use after 90 days.



**For more information on Skagit Transit, please visit:**

**[www.skagittransit.org](http://www.skagittransit.org)**

Skagit Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 5, 2023** (Position is open until filled). Application materials will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Skagit Transit, WA – Capital Projects Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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

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