



PORT OF BELLINGHAM

Washington State

ENGINEERING PROGRAM MANAGER

\$101,904 - \$152,856

Plus Excellent Benefits

Apply by
February 18, 2024
(First Review, Open Until Filled)

PROTHMAN



THE AREA



Whatcom County is located in the northwest corner of Washington State. With its proximity to Mt. Baker, the beautiful Puget Sound, and the world renowned San Juan Islands, Whatcom is an extremely desirable place to live and work. Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat.

The City of Bellingham and the surrounding wilderness make it one of the most livable, vibrant communities in the country. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day, explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and the community-wide emphasis on locally produced food and other products. Bellingham is also among the fastest growing metropolitan areas in the country. Bellingham is the recipient of a long list of awards, including many designations as a “best place” for livability and outdoor adventures and recognition for leadership in sustainability.

The community proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) houses contemporary art and historic exhibits and is one of the state’s largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City’s rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining. The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments.

Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, a community college, a technical college, and Western Washington University, which is highly ranked among public regional universities in the West.

THE PORT OF BELLINGHAM

The Port of Bellingham is a Washington State special purpose municipal corporation serving all of Whatcom County. It is a unique organization that makes significant contributions to the local community through leveraging its resources by directly participating in revenue-earning lines of business, as well as by capitalizing on its strategic assets through special public agency powers. By using combined expertise in both the business and government sectors, the Port has a role in job preservation and job creation, as well as a role in the operation of transportation facilities for both seaports and airports. This combination is distinct from that of either the private sector or other government entities.



The Port of Bellingham operates the Bellingham International Airport (BLI), two Marinas (Squalicum and Blaine Harbors), a shipping terminal, a ferry terminal, bus station, and a real estate portfolio hosting over 300 businesses and employing over 7,000 jobs. In addition to its operating departments the Port has teams that operate community open spaces, promote economic development, conduct environmental cleanups, and organize and host community events.

The Port has nearly 111 FTEs, averages \$29.7 million in operating revenues and collects an additional \$7.7 million in property taxes. The Port is governed by a non-partisan, three-person Board of Commissioners. Each are elected from one of three districts in Whatcom County and serve staggered four-year terms. The Board oversees all Port of Bellingham operations by providing policy direction and decisions in public meetings.

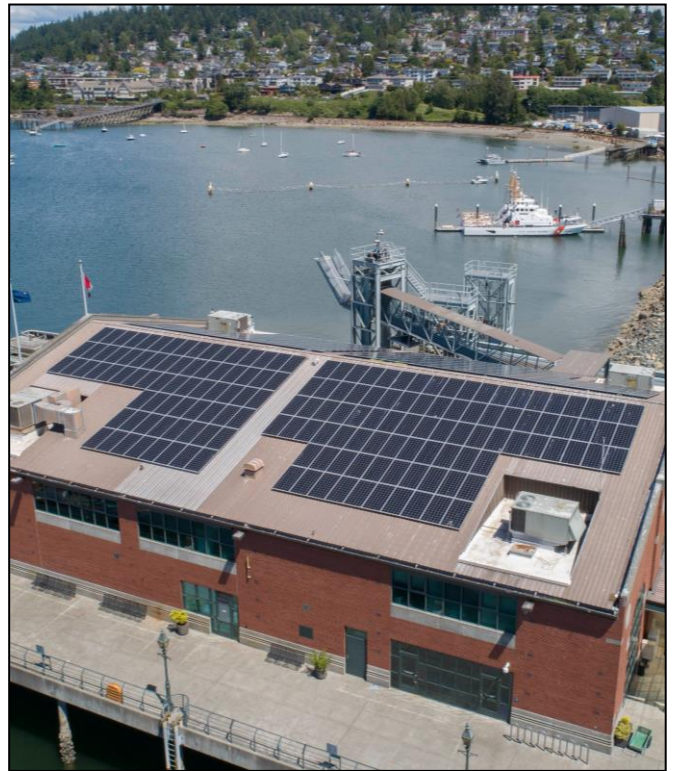
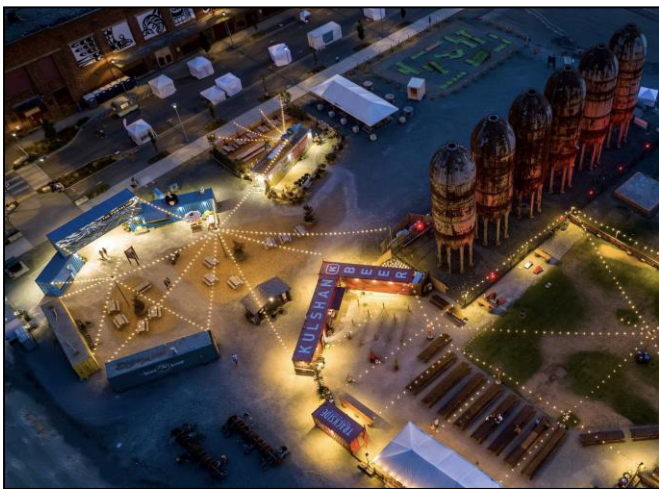
To learn more about the extensive operations of the Port of Bellingham, please visit:
www.portofbellingham.com

THE DEPARTMENT

The Engineering and Contracts Program supports the Port's operating and public purpose functions by designing, permitting, and overseeing the construction of capital improvements, Port infrastructure and major maintenance projects. This includes contracts administration, procuring labor, materials and equipment through public bidding in accordance with state statute and Port policies. The Port averages over \$15 million in capital projects annually that cover a wide range of project types. Projects range from Federal Aviation Administration (FAA) required safety, lighting and taxiway/apron improvements at the Bellingham International Airport; marina infrastructure, floats, marine utilities, bulkheads and dredging; solar and electrification projects, shoreline stabilization and repairs; environmental cleanup and remediation projects and security and safety improvements throughout the Port.

The Port of Bellingham covers approximately 1,600 acres of land throughout Whatcom County that includes the Bellingham International Airport, two Marinas with over 2,000 boat slips, multiple industrial business and marine trade business parks, the Bellingham Shipping Terminal, and a large real estate portfolio.

The Engineering and Contracts Program coordinates closely with all Port divisions to develop Rough Order of Magnitude cost estimates for annual budgeting purposes, provide support for maintenance project scoping and development of creative engineering solutions. The Engineering and Contracts team manages design, engineering, bidding, construction management and the project closeout process.



The Engineering and Contracts Department has 8 FTEs including the Engineering Program Manager, five Project Engineers/Project Managers, a Contracts Administrator and a Field Services Technician. One of the Project Manager positions also includes Federal Grant Compliance management.

THE POSITION

Under the direction of the Environmental & Planning Director, the Engineering Program Manager will be the "Lead Port Engineer" with independent decision making capacity, and will be the head manager of the department. This position contributes to the Port of Bellingham operations through the overall management of significant engineering capital projects. This role is responsible for providing leadership and direction to staff and consultants, ensuring effective utilization of resources. The Engineering Program Manager participates in short and long-term planning based on the needs of the operating areas/departments and Port-sponsored construction and maintenance projects, performing a variety of professional engineering assignments.

To view the full job description and review the essential functions of this position, please view the attachment found [here](#).

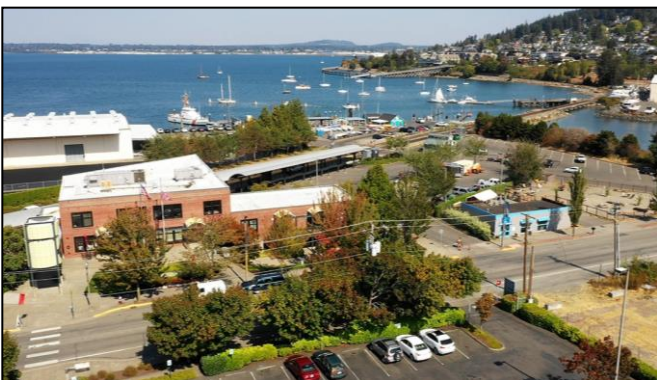
OPPORTUNITIES & CHALLENGES

1. The incoming Engineering Program Manager has the opportunity to join and lead a well-rounded team that gets along well with one another and other Port departments. The Department is well respected within the organization for its professional and motivated staff, collaboration, teamwork, quality of work, and communication.

2. The Engineering and Contracting Department works on multiple diverse projects at any given time. In addition, new and interesting projects are coming up all the time. The Engineering Program Manager has the opportunity to be an integral part of these projects from cradle to grave and work alongside a highly responsive and adaptable team that operates lean and covers a lot of ground.

3. There are several upcoming Aviation-related projects, including a \$13-16M runway rehabilitation project scheduled for design in 2024 and construction in 2025/26, and a federal inspection facility building which is already in the early stages to better accommodate customs and border patrol needs, including the addition of international commercial airlines/routes. The Port also has numerous other upcoming projects including projects surrounding the modernization of aging marine infrastructure, and expansion of the Downtown Waterfront.

4. The Engineering Project Manager will work with division staff to increase consistency in the way the division manages projects and serves operating divisions, by ensuring the communication of project goals, needs, timelines, budget status and project challenges at timely intervals. This will require providing standards for internal review of plans and specifications and continuing to constantly evaluate the division's performance and areas in which it could improve to better serve the Port.



IDEAL CANDIDATE

Education and Experience:

- A Professional Engineer License is required.
- A minimum of five (5) years of previous experience is required. A minimum of three (3) years is required with a degree.
- Preferred candidates will have a B.S. in Engineering, Construction Management, Architecture, Planning, Building Construction, or an equivalent combination of specialized training, work experience, and knowledge, which implies the ability to complete the assignments related to this position.

Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will be a strong leader who can foster an environment of growth and collaboration among the engineering team and has a track record of meeting deadlines. This person will lead the team towards more refined and consistent processes that better meet the needs of the operating divisions and utilize the strengths and interests of each member of the Engineering team to distribute workloads in a way that provides project managers and engineers with the framework to succeed in their role.
- The ability to work with a diverse group of project sponsors with varying needs, interests, goals, and management styles to both help meet the needs of the Port and also to help the Engineering team meet the needs of the entire capital program.
- A firm understanding of federal permitting, and the dynamics surrounding climate change, and resilience in areas susceptible to rising sea levels, storm surge, coastal flooding and tsunamis.
- An understanding of public works laws, permitting, the Clean Buildings Act and its requirements, energy management, NPDES stormwater permits, and marine construction.
- Significant project management experience at a senior level, including experience managing and negotiating large, complex capital projects, and experience with consultant and contract management.
- The ability to seek input and guidance as needed for projects that may require certain procedures and deliverables.
- A deep understanding of State and Federal Grants, and their specific requirements.
- The ability to be decisive and manage multiple tasks with changing priorities.

- Experience with the coordination of Federal Aviation Administration (FAA) capital projects and grants.
- Strong skills in collaboration and creative problem-solving. The ideal candidate will have a strong work ethic, be a team player, and team builder.
- The ability to communicate technical processes, procedures, plans, scopes, and schedules to laypeople in a fast-paced environment.
- The ideal candidate will be personable, have a good sense of humor, take a positive and energetic approach, and have proven experience as a successful leader.
- Skill as a mentor who will actively support the development and learning of department staff.
- Skill as an excellent communicator and listener, with the ability to communicate well amid changing expectations while keeping staff and stakeholders on track. The ideal candidate will be detail-oriented, and consistently follow through.
- The ability to think objectively, and work with other departments to define roles and expectations.
- The ability to analyze and comprehend financial reports, research inconsistencies, generate solutions, and prepare and administer a complex budget.

COMPENSATION & BENEFITS

- **Salary: \$101,904 - \$152,856**
- Medical/ Prescription Benefits
- Dental/Vision/Orthodontia Benefits
- Employee Assistance Program
- Flexible Spending Account
- Life and AD&D Insurance
- Additional Voluntary Life/AD&D Benefits
- Long Term Disability
- Accrual Begins at 23 Days Paid Time Off
- Family and Medical Leave
- Washington Paid Sick Leave
- Washington State PERS
- Deferred Compensation
- 11 Paid Holidays
- Educational/Tuition Benefits
- Optional Hybrid Work Option

To view the Port’s detailed benefits provided, please view the attachment found [here](#).

For more information on the Port of Bellingham and the surrounding community, visit:

www.portofbellingham.com

www.bellingham.org

The Port of Bellingham is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 18, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Port of Bellingham, WA – Engineering Program 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

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