



October 18, 2024

## CAPITAL PROJECTS MANAGER RECRUITMENT

Dear Applicant,

The Ventura Port District, an equal opportunity employer, is advertising to fill the position of Capital Projects Manager. The Capital Projects Manager position is a member of the District's Administration Team. Applicants should be prepared to work in a fast-paced team environment, with the ability to multi-task, and work Monday through Friday with the option for a 9/80 schedule.

If you are interested in this position, please return the attached application by email to [jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com) or by mail to Ventura Port District, 1603 Anchors Way Drive, Ventura, CA 93001. You may submit a résumé and a few supporting documents, such as samples of work, letters of recommendations, etc. This position will be open until filled.

The job application, resumes, and other submitted materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, the application must be completed in its entirety and signed by the candidate. Statements such as "see resume" will result in disqualification.

The most highly qualified candidates will be invited to an initial interview to evaluate and compare participating candidates' knowledge, skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. If you are selected for an interview, we will contact you with the date and time.

The Ventura Port District strives to maintain a drug-free workplace. A pre-employment drug screening is required for this position. Candidates will also be subject to a background investigation prior to a tentative offer of employment. The Ventura Port District will also comply with any ADA requirements.

A job description for this position is attached. The salary range is \$7,419-\$11,136 per month for the Capital Projects Manager. Placement within the salary range may be dependent on factors such as experience, education, and training.

I wish you luck in the process and look forward to receiving your information.

Sincerely,

Brian D. Pendleton  
General Manager

Attachments: Job Description

1603 Anchors Way Drive Ventura, CA 93001  
Tel: (805) 642-8538 / Fax: (805) 658-2249  
[www.venturaharbor.com](http://www.venturaharbor.com)

## **VENTURA PORT DISTRICT FULL-TIME CAPITAL PROJECTS MANAGER**

**DEPARTMENT:** Administration

**LOCATION:** Ventura, CA – In Person

**FLSA:** Salaried – Exempt

**SALARY:** \$7,419-\$11,136/month

**OPENING DATE:** October 18, 2024

**CLOSING DATE:** Until Filled

**REPORTS TO:** (Sr.) Business Operations Manager/Deputy General Manager

### **JOB SCOPE:**

Under general supervision, responsible for overseeing third-party construction projects and managing contracts. This includes oversight of architect/vendor/contractor performance ensuring compliance with established scope of work, permits, drawings, and regulations before approving payments. The role involves verifying vendor/contractor qualifications and insurance, acting as a liaison to ensure quality and timely performance, minimizing business disruptions, and resolving disputes. Ensures compliance with safety and code regulations. Where applicable, acts as liaison between department managers and/or tenants and the vendor/contractor to ensure minimal disruption to operations and District satisfaction with the project outcome.

### **DISTINGUISHING CHARACTERISTICS:**

The Capital Projects Manager (CPM) ensures timely, quality, and cost-effective performance of projects from conception to completion. The CPM must demonstrate fiscal prudence, leadership, ethical behavior, and demand accountability from contractors and suppliers. Familiarity with public agency procurement regulations (both internal and external) and grant-funded project procurement, execution, and reporting requirements is essential.

### **ESSENTIAL FUNCTIONS:**

#### **Port District Facilities Administration:**

- Identify and analyze capital needs annually.
- Develop a 5-year Capital Projects budget and a Tenant Improvement budget annually.
- Plan, organize, and administer complex projects with various entities, including the City of Ventura, California Coastal Commission, engineering/architect firms, and contractors.
- Communicate with stakeholders through reports, correspondence, and meetings.
- Review invoices for payment and attend District Board Meetings for Capital Improvement Project items.

#### **Project Management:**

- Obtain quotes, estimates, and bids from third-party suppliers and service providers.
- Ensure adherence to the District's Procurement and Purchasing Policy and legal obligations in advertisement, selection, award, and payment of contracts.
- Meet with professional service providers (including architects, engineers, contractors, etc.) to develop plans and/or specifications.
- Secure necessary permits which may include Conditional Use Permits, Environmental Impact Statements, Coastal Development Permits, and City Planning and Building permits.
- Ensure vendor/contractor compliance with all safety and code regulations.
- Arrange for staging/parking areas and provide access for contractors.

**Financial Oversight:**

- Review vendor/contractor invoices and prepare payment requests.
- Ensure Accounting Department has required documentation.
- Monitor project budgets and approve change orders based on authority.

**Grant Management:**

- Research and analyze management and administrative issues to support District goals through grants.
- Assist in preparing and submitting grant proposals and applications.
- Maintain and report on grant-funded project requirements.

**Tenant Relations:**

- Lead the preparation of lease spaces for new tenants or improvements.
- Provide early notification and meet with tenants when projects may have impacts or disruptions to their business.
- Meet with tenants to discuss remodeling or upgrading their spaces consistent with their lease agreement.
- Review tenant alteration requests and reimbursement requests.
- Provide customer service and public/stakeholder information regarding project performance.

**QUALIFICATION GUIDELINES:****Knowledge, Skills, and Abilities:**

- Thorough knowledge of the District's Procurement and Purchasing Policy, public agency procurement requirements, project management principles (quality, schedule, and price), and general construction methods, including:
  - HVAC and climate control systems
  - Plumbing
  - General civil/structural building engineering
  - ADA requirements for public facilities
  - Asphalt/concrete maintenance/repair
  - Building fire/life safety systems
  - The marine environment
- Ability to assess and forecast capital project needs, write technical reports, and communicate effectively, including presentations to the District's Board of Port Commissioners.
- Ability to manage consultants and contractors fairly, ethically, and requiring accountability.
- Ability to practice effective customer service and stakeholder communication including resolving conflicts and problems in creative and positive ways while maintaining productive, professional and collegial relationships with employees, management, tenants, and outside consultants, vendors, and contractors.
- Ability to manage a large workload while remaining flexible in response to project changes and deadlines.
- Experience with office computer systems and reading construction drawings.

## **EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:**

- Valid Class C driver's license.
- Considerable experience performing construction project management, which has led to the acquisition of the required knowledge, skills and abilities.
  - The required knowledge, skills and abilities should be obtained by completion of a bachelor's degree in engineering (or related field), having received a Project Management Professional Certificate AND at least two (2) years of relevant construction project management experience.
  - Alternatively, the candidate must possess at least ten (10) years of construction related experience including five (5) years of project management experience of construction projects with construction values of at least \$150,000.
  - Two (2) years of management experience with budgetary and contract responsibility are highly desirable.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The person in this position works primarily in an indoor office environment but will be required to travel to meet at construction sites with vendors/contractors as well as offsite for meetings and/or training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The position requires excellent communication in order to foster cooperation, collaboration, and successful negotiation with others.

The position may require responding to communication with service providers and/or staff after hours and may require emergency response to attend to matters on behalf of the District. The position also requires frequent attendance at Board of Port Commissioner meetings.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.