



MANAGER, PROJECT MANAGEMENT OFFICE

Sail to Success



PORT OF SAN FRANCISCO is a public enterprise agency of the City and County of San Francisco, responsible for managing 7½ miles of waterfront property for the people of California as mandated by the Burton Act in 1969.

As trustee of the property, the Port is obligated to promote maritime commerce, navigation and fisheries, as well as protect natural resources and develop recreational facilities for public use.

WHAT WE DO

With an annual operating budget of approximately \$100 million, the Port owns and operates maritime facilities and commercial real estate and manages most of San Francisco's waterfront property. The Port's diverse business portfolio includes ground, commercial, retail, office, industrial and maritime industrial leases, including cargo shipping, excursion boats, ferry boats, fishing and fish processing/distribution, tourism, filming, harbor services, and cruises.

With one of the most diverse maritime tenant mixes on the West Coast and proximity to Bay Area markets, the Port has growing cruise calls, automobile exports and imports, dry bulk shipping and supports fishing, ferries, excursions, recreational boating and harbor services. The Port is committed to supporting commerce, transportation, and recreation on the Bay.

OUR MISSION

Port of San Francisco manages the waterfront as the gateway to a world-class city and advances environmentally and financially sustainable maritime, recreational, and economic opportunities to serve the City, Bay Area region and California.

OUR FACILITIES

From Aquatic Park in the north to Heron's Head Park in the south, the Port is a complex mix of piers, structures, seawall and open land and is home to approximately 550 tenants. Most of the piers' bulkhead buildings, seawall, and waterfront structures along the Embarcadero were built before World War II, and several have historical distinction.

The Port is home to many of San Francisco's tourist attractions, including the Ferry Building, AT&T Park, the Exploratorium, Alcatraz Landing, PIER 39, Fisherman's Wharf, and Hyde Street Pier, which draw more than 24 million visitors annually to the waterfront.

The Port Commission over the last five decades has led a remarkable transformation of the Port; maintaining its industrial maritime heritage while developing new uses, including commercial and public activities that help San Francisco remain one of the most visited cities in the world.

ENGINEERING DIVISION

The Engineering Division provides project and construction management, engineering design, facility inspection, contracting, code compliance review and permitting services for all of the Port's facilities, including piers, structures, buildings, cranes, utilities, public and private areas, development projects, streets and walkways. The Engineering Division assists and coordinates with other City departments to assure an appropriate transition between the City and Port jurisdiction.



PROJECT MANAGEMENT OFFICE MANAGER RESPONSIBILITIES

The Port is undertaking several complex marine-related and infrastructure projects, requiring additional staff support through all phases of project delivery. The Port's Engineering Division is growing its project management capabilities with a Project Management Office (PMO). The PMO will support delivery of Port-led projects, approximately \$100 million of Port project backlog. The senior project manager will execute projects and lead staff in the completion of Port capital projects. Sample projects in the Port's backlog include Pier 19 North Apron, China Basin Float Repair and Pier 90 Silo Demolition Project.

Under general administrative direction of the Chief Harbor Engineer, the PMO Manager will implement project management procedures, execute projects and supervise PMO project managers assigned to marine-related and Port infrastructure projects. The PMO Manager will be responsible for overseeing projects throughout the planning, design, permitting and construction phases with the goal of delivering all phases within the respective schedules and budgets. The PMO Manager will coordinate and support project design and analysis; support construction for marine and non-marine related projects and monitor progress; develop project progress reports and provide regular updates to the Chief Harbor Engineer; ideally provide leadership in the development of design and assessment criteria, analysis strategy and assumptions and project alternatives; and provide leadership in the development and implementation of alternative project delivery methods. The PMO Manager will manage design and implementation of geotechnical analyses, topographic and hydrographic surveys and dredging plans; provide support between the design team and independent review panels; represent the project at review boards; coordinate Environmental Impact Report (EIR) processes and obtain permits; control project costs and schedules; review change orders; and interface with staff, Executives, and Port Commission.

MINIMUM REQUIREMENTS

- Possession of a Bachelor's degree from an accredited college or university with major course work in engineering or architecture and eight (8) years of responsible architectural, engineering or construction management experience; OR
- Possession of any bachelor's degree and ten (10) years of responsible experience in a field directly related to the project; OR
- Twelve (12) years of architectural, engineering, or construction management experience in a field directly related to the project; OR
- Valid California Registration as a Professional Engineer or Architect, plus four (4) years of project coordination experience.
- Three (3) years supervisory experience with responsibility for the direction and evaluation of subordinate staff.
- Possession of a valid California driver's license (to be presented at time of appointment). Employees must be insurable under the Port's automobile liability insurance. Insurability must be maintained throughout employment.
- This position requires that the incumbent be qualified for unescorted access to the Port's Maritime Transportation System (MTS). An application for a Transportation Worker Identification Credential (TWIC) card may be submitted after employment has commenced and requires a criminal history check, immigration check and terrorist threat assessment, including FBI fingerprints, in order to determine eligibility for security clearance.

QUALITIES OF AN IDEAL CANDIDATE

- Experience managing projects with construction costs of at least \$50M and/or large-scale port or marine facility engineering projects.
- Knowledge of public sector budgeting, finance and purchasing policies and regulations, and state and federal grant management regulations.
- Strong time management skills and organization to help project teams meet deadlines; adaptability and stress management skills to handle unknowns that accompany large scale project or construction projects.
- Sound understanding of the technical aspects of geotechnical, structural and seismic issues in a marine environment.
- Knowledge and experience in managing marine engineering construction projects through planning, design and construction, especially for waterfront environments and regulations.
- Exceptional communication skills; ability to prepare reports and make presentations at public hearings to elected officials or regulatory boards; excellent customer service when representing the Port to external stakeholders and professional groups.
- Strong integrity, intellectual honesty and belief in the value and necessity of equity and diversity.
- Ability to collect, analyze and interpret complex data; assess information in a variety of forms from various sources and make recommendations.
- Skills and ability to collaborate and develop partnerships and networks across organizational and departmental boundaries.
- Experience supervising staff or overseeing stakeholder relationships; ability to promote collaboration and build consensus with various stakeholders.

COMPENSATION & BENEFITS

The annual salary range for the 5506 Project Manager III position is \$198,094 - \$213,356.

The City also provides an excellent benefits package, including:

- Defined-benefit RETIREMENT through the San Francisco Employee Retirement System (SFERS)
- LIFE INSURANCE provided in the amount of \$50,000
- Health coverage BENEFITS for employees and eligible family members and FLEXIBLE SPENDING accounts
- 35 days PAID TIME OFF
- TUITION REIMBURSEMENT for job-related training
- ALTERNATIVE WORK SCHEDULE available
- On-site FITNESS CLASSES

SELECTION PROCESS

Your application materials will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine your qualifications.

Only those applicants who most closely meet the requirements of this position will be invited to participate in the selection process.

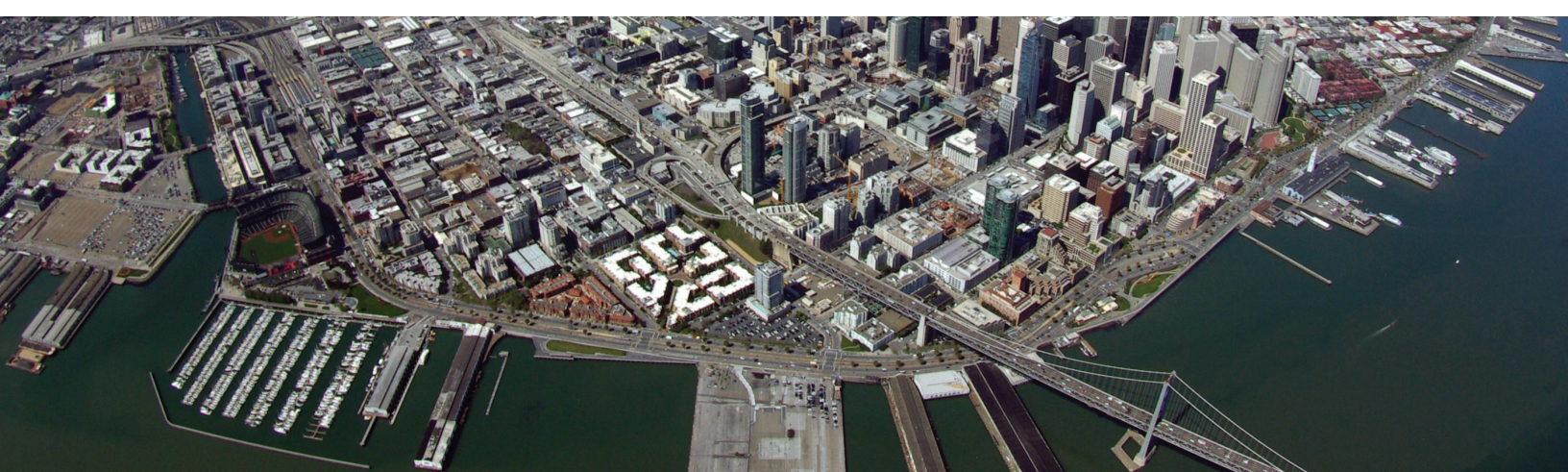
Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

HOW TO APPLY

Please submit the following to indicate your interest and complete your application by Friday, January 11, 2019 to Suzette.Love@sfport.com or by mail to Suzette Love, Port of San Francisco, Pier 1, San Francisco, CA 94111:

1. Cover letter describing how you meet the requirements of the PMO Manager position.
2. Resume
3. Supplemental Questionnaire - please be brief in your responses to the following:
 - A) Describe an unusually challenging situation (i.e. emergency, budget, schedule, scope, etc.) associated with an infrastructure program/project and how you addressed that challenge in a way that best illustrates your ability to navigate unforeseen problems and issues in infrastructure management.
 - B) What are the most challenging aspects of the development engineering process from the side of a public agency representative and describe the strategies you employ to facilitate this process?
 - C) Describe your experience managing staff and consultant teams. How do you manage high and low performers; motivate staff; balance managing people with managing transactions; and review staff's work, especially written reports and mathematical analyses?
 - D) Describe the project performance information you would include in a monthly one-page status report for Port executive management or the Port Commission and how the content or presentation might change depending on your audience.

Port of San Francisco is an equal opportunity employer.



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