

Posting Period

February 24, 2016 –
Open Until Filled

Compensation

Starting salary range is
\$4,130/mo - \$5,368/mo

*represents min to mid of range.
Future salary increases will be based on
performance.

Benefits

This position offers an
excellent benefits package,
including coverage for
medical, prescription, dental
and vision.

FLSA Status

Non-Represented (Non-
Exempt)

Department

Engineering

Reports To

Director, Engineering



For questions, please contact
the Human Resources
Department at
hr@portoftacoma.com



www.portoftacoma.com

Job Summary

The Project Support Specialist provides project management support to the project managers, including documentation management, construction management support and project management software support. This position supports multiple projects by providing technical support and general administrative functions including creating and maintaining project-related logs, composing correspondence, preparing and monitoring reports, assisting with payment applications and change orders. In addition, this position is responsible for providing clear, concise and accurate reporting of project budgets, commitments, spend, forecasts, and period cash flow projections, so that projects are delivered successfully within budgets.

Essential Functions and Duties

- Provide project management support including document management, bidding support, and construction management using project management and other software.
- Attend project meetings to assist project manager and to keep informed about projects and identify upcoming activities. Offer comments and suggestions related to the project. Assist with agenda and meeting minute preparation.
- Attend weekly construction meetings to keep informed about construction projects and upcoming project activities. Assist with agenda and meeting minute preparation, payment applications, change orders and invoice review.
- Create construction logs as needed. Review for accuracy, process, and monitor ball-in-court for submittals and RFI's.
- Provides clear, concise and accurate reporting of project budgets, commitments, spend, forecasts, and period cash flow projections, so that projects are delivered successfully within budgets.

Required Experience and Education

Associate's Degree in engineering, finance, accounting, construction management, or a related field is required. Bachelor's Degree is preferred.

Minimum experience required is three (3) years of experience in project management and construction management, to include experience implementing and using project controls and demonstrated experience in tracking and reporting project budgets. Must have proficient computer skills, particularly Access, Excel, MS Project, Word, and project management software.

Ideal Candidate

Knowledge:

- Knowledge of project management systems and application of project management software.
- Understanding of principles and practices of public works projects.
- Knowledge of construction management processes and documents.
- Strong command of Microsoft products, particularly Excel, Word and Project.
- Preparing complex data and comprehensive reports
- Understanding of cost control procedures for design and construction projects
- Knowledge of how budgeting, forecasting, scheduling processes and procedures, and project control principals work together.

Skills:

- Problem solving and decision making skills.
- Effective oral and written communication skills.
- Must possess excellent analytical thinking
- Strong Interpersonal Skills with the ability to interact with all levels of organization.
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- Good understanding of data visualization and information design concepts
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Abilities:

- High degree of initiative and technical ability for construction document management, organizing, presenting information
- Establishing and maintaining effective working relationships with other department staff, management
- Understand project planning and scheduling and the effect these have on project budgets and forecasts.
- Understand types of projects and construction documentation
- Ability to communicate with Project Managers and other staff with varying degrees of skill levels from a project management and controls perspective.
- Knowledge of the Port's financial structure.
- Ability to utilize critical and creative thinking, as well as analyze, problem solve, and recommend solutions.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The port wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The alliance seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for an interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.