



July 12, 2021

Attention Ventura Port District Staff,

The Ventura Port District, an equal opportunity employer, is performing an internal recruitment for the position of Harbor Patrol Officer 1. This position has been created as part of the FY21-22 budgeting process and is a member of the District's Administrative Department.

This recruitment is open to the public and all members of the Ventura Port District staff.

If you are interested in this position, please return the attached application by Wednesday, July 28, 2021 by 5:00PM by email to 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 certificates, letters of recommendations, etc.

All applications and materials will be reviewed to determine if a candidate meets the minimum requirements for the position. As such, it is imperative that the application be completed in its entirety and that the candidate signs the application. Statements such as "see resume" will result in disqualification.

The job application, resumes and all other written materials of those candidates that meet the minimum requirements will be reviewed. 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 \$3,990 to \$5,758 per month.

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

Sincerely,

Brian D. Pendleton
General Manager

Attachments: Employment Application & Job Description

JOB TITLE: Capital Project Manager

REPORTS TO: Business Operations Manager

FLSA: Salaried - Exempt

JOB SCOPE:

Under general direction, responsible for construction project oversight of all third-party outsourced projects as well as contract administration/management for most outsourced third-party services. Includes oversight of vendor/contractor performance for compliance with established scope of work including all necessary permits, drawings, and regulations. Ensures vendor/contractor qualifications, experience, and ensures District is protected with a suitable contract and insurance before work commences. Where applicable, acts as liaison between department manager and the vendor/contractor to ensure minimal disruption to operations and District satisfaction with end-product. Works actively to resolve disputes and problems. Ensures vendor/contractor compliance with all safety and code regulations.

DISTINGUISHING CHARACTERISTICS:

Projects, tasks, and assignments undertaken by third parties require oversight and management to protect the District's interest in: timely, quality, and cost-effective performance. The Capital Projects Manager's (CPM) primary role is in ensuring these three principal tenants of are attained in the completion on all projects on behalf of the District. The CPM must regularly demonstrate the ability to make decisions, provide leadership, perform ethically, and demand accountability from contractors and suppliers. The CPM must also be familiar with and adhere to the requirements of regulations for public agency procurement – both internal and external.

Many capital projects are large in scope and complexity, with construction values often in excess of \$60,000. In the performance of these duties, the CPM will ensure:

- That solicitation/selection of vendor/contractor is in compliance with District's Purchasing Policy
- Vendors/Contractors are qualified to perform the work
- Contracts are executed that protect the District
- Necessary insurance is verified prior to the commencement of work
- Provide cost control oversight to ensure change orders are minimized
- Ensure timely performance
- Ensure deliverables meeting or exceeding the requirements of the contract
- Change orders are documented and executed as required

The CPM also provides oversight for many outsourced third-party services for other departments, particularly where those services that support capital and/or facility-related services. The CPM will work with other department managers as required to ensure that contracts that are issued are:

- That solicitation/selection of vendor/contractor is in compliance with District's Purchasing Policy
- Vendors/Contractors are qualified to perform the work

- Contracts are executed that protect the District
- Necessary insurance is verified prior to the commencement of work
- Where applicable, will assist in monitoring project budgets
- Change orders are documented and executed as required

ESSENTIAL FUNCTIONS:

Duties may include but are not limited to the following:

Port District Facilities Administration

- Identifying and analyzing Capital needs on an annual basis
- Development of a 5-year Capital Projects budget on an annual basis
- Development of an annual Tenant Improvement budget on an annual basis
- Plan, organize, coordinate and administer complex engineering project with various entities.
- Creating and adhering to project budgets and schedules
- Communicate with customers, consultants, regulatory agencies, and presentations at Board meetings and/or Commission hearings.
- Approves invoices for payment to third-party service providers.

Project Management

- Obtains quotes, estimates, and/or bids from third party suppliers/service providers.
- Adherence to the District’s Purchasing Policy in advertisement, selection, and award of contracts.
- Meets with professional service providers (including architects, engineers, contractors, etc.) providing services to develop plans and/or specifications for the District
- Obtain and evaluate proposals from vendors and contractors on approved service and/or construction projects.
- Secure necessary permits which may include Conditional Use Permits, Environmental Impact Statements, and building permits.
- Ensure vendor/contractor compliance with all safety and code regulations.
- Arrange for staging/parking areas, notification to necessary staff, and (where necessary) escort/provide access for contractors while working at District facilities.

Tenant Relations

- Leads the preparation of lease spaces for new tenants or other tenant improvements.
- Meets with tenants to discuss the feasibility of remodeling or upgrading their retail/restaurant/office spaces consistent with their lease agreements.
- Reviews tenant Alteration requests for compliance with District needs.
- Provide other customer service as required, including providing public/stakeholder information regarding project performance and possible disruptions to activities

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

THOROUGH TO COMPREHENSIVE KNOWLEDGE OF:

- District Procurement Policy
- General public agency procurement requirements
- Project management principles: quality, schedule, and price
- General construction methods, including principles of design and engineering, particularly relating to:
 - 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
- Stakeholder communication including written and oral presentations to Board of Commissioners
- Principles of leadership, supervision, and motivation.
- Safety principles and practices as it relates to OSHA requirements.
- Problem solving
- Cost estimation & budget process
- Service agreements/contracts
- Record keeping and filing.
- Liability and insurance
- Microsoft Office software for preparation of project reports

ABILITY/SKILLS TO:

The incumbent must have the ability to assess and forecast capital project needs and make recommendations for addressing those needs, including planning and budgeting of the work. The incumbent must write technical reports, manage and coordinate work of outside consultants and contractors; inspect plans and methods of construction; estimate cost of construction projects and use good engineering judgement in development, evaluation, selection, and implementation of both agency and contract resources to get the work done. Must also possess the ability to practice effective customer service/stakeholder communication and manage a large workload while remaining flexible in response to project changes and deadlines. Must possess the ability to resolve conflicts and problems in a creative and positive way as well as have the ability to communicate effectively and develop and maintain productive, professional and collegial relationships with employees, management, tenants, and outside consultants, vendors, and contractors. Must be able to work with outside service providers fairly and ethically while requiring accountability for quality performance. Working knowledge of office computer systems and the ability to read print construction drawings and specifications.

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 can also 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.

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.



APPLICATION FOR EMPLOYMENT

An Equal Opportunity / Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the Ventura Port District Office. Furthermore, the District conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g. interpreter, TDD, scheduling adjustments) in the application process, please inform the Ventura Port District Office in writing when you submit your application.

The Ventura Port District does not discriminate against applicants on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, veteran status, genetic information or any other legally protected characteristic. Please direct any complaints about the application process to the Clerk of the Board.

APPLICANT DATA

Full Name:

Address:

Phone:

Cell:

E-mail:

Position Applying For:

Date Available to Start:

Salary Requirements:

How were you referred to us?

If you are under 18 years of age, can you provide a work permit? If no, please explain:

Have you ever worked for this company? If yes, when?

Are you legally allowed to work in the U.S.?

Are you or your spouse related to any other employee of this organization? If yes, who?

Type of employment desired:

Full-Time Part-Time Temporary Seasonal

EDUCATION & TRAINING

Schools Attended & Location	Major Field	Hours Completed/Degree Received

SPECIAL SKILLS OR QUALIFICATIONS

Please indicate (X) your experience/skills/abilities in the following areas:

Typing Speed:	Skills:	Clerical Experience:
below 40 wpm	Word	Receptionist
40-49 wpm	Excel	Data Entry
50-59 wpm	PowerPoint	Bookkeeping
60-69 wpm	Publisher	Web Design/Website Management
above 70 wpm	Project	Filing
	Word	Purchasing
	Social Media:	Secretarial
	Internet:	Records Management
	Other Word Processing:	Cashier (electronic)
	Other Software:	Accounting
	Other:	Other:

EMPLOYMENT EXPERIENCE

(Begin with the most recent position)

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

Dates of Employment:	Job Title:
Employer:	
Address:	
Phone:	
Supervisor:	
Responsibilities:	
Reason for Leaving?	
May we contact this employer for reference?	

I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge. I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. Also, I authorize this employer to make such investigations and inquiries of my personal, educational, financial and other related matters as may be necessary for an employment decision. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal document verifying my identify and eligibility for employment. I hereby release employers, schools or individuals from all liability when responding to inquires in connection with my application.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interview Date:	Interviewed By:
Notes:	
Ranking:	