



Port of
LONG BEACH
The Green Port



MANAGER, PROJECT COST & SCHEDULING (SCHEDULING & ESTIMATING) \$125,000 - \$140,000

THE PROJECT CONTROLS DIVISION

The Project Controls Division provides data gathering, management, and analytical processes; predicting, understanding and influencing time and cost outcomes and identifying schedules and cost variances for all Engineering Bureau programs and projects through communication of information in formats that assist effective management decisions.

THE POSITION PROFILE

Under limited direction of the Director of Project Controls, the Manager of Project Cost & Scheduling (Scheduling & Estimating), serves as a special advisor to the Director of Project Controls and provides technical assistance to, Project & Program Managers and other team members in implementing and maintaining P6, Unifier, EZ FAMIS, or another financial System for all Port of Long Beach (Port) projects and programs including planning, design, construction & environmental for a wide variety of Capital Projects & Operations and Maintenance (OM). The position is responsible for applying a thorough understanding of the many aspects of the Port operations and functions including project accounting, and other functions necessary for assessing and implementing the full and efficient application of the Port Project Controls system(s).

EXAMPLE OF DUTIES

- Manages the overall application of the Project Control Systems in the Port and oversees and manages the work of Project Schedulers and Project Estimators.
- Applies a thorough working knowledge of study and project management principles, and an understanding of Port organizational structure and functions, business practices, procedures, techniques, regulations, and guidance.
- Works with Project & Program Managers, Construction Managers, Engineering Design Managers, Operations & Maintenance Managers, Project Financial Analyst, Project

Schedulers, Project Estimators, Resource Providers, Project Delivery Team members to ensure that all projects are identified and correctly entered into the system.

- Ensures that all projects use the correct Project Architecture/WBS templates to define products, sub products, activities, or tasks for the projects.
- Assists and advises Project & Program Managers, Engineering Design Managers, Operations & Maintenance Managers, Project Financial Analyst, Project Schedulers, Project Estimators, Resource Providers, Project Delivery Team members on the best methods to customize the Project Architecture/WBS in the network analysis system Primavera Enterprise for schedule development.
- Receives project data concerning project milestones, resources, etc.; reviews and evaluates issues to assure Port efforts are coordinated and integrated.
- Monitors the status and progress of work, and makes day-to-day adjustments in accordance with established priorities, obtaining assistance from the supervisor on problems that may arise, such as backlogs which cannot be executed promptly; estimates and reports on expected time of completion of work, and maintains records of work accomplishments and time expended and prepares production reports as requested.
- Checks on work in progress or spot checks work not requiring review and reviews completed work to see that the supervisor's instruction on work sequence, procedures, methods and deadlines have been met. Amends or rejects work not meeting established standards, refers to supervisor questions or matters not covered.



Manager, Project Cost & Scheduling (Scheduling & Estimating)

CANDIDATE PROFILE

The preferred candidate for this position should be a demonstrated leader within the Construction Management and/or Engineering industry who has successfully managed public-sector projects and is capable of organizing and directing the services and functions of the Engineering Bureau, including Program Management, Design, Construction Management, & Maintenance Divisions. The successful incumbent is expected to have an effective management style, be a problem-solver with a significant self-awareness. S/he must be committed to the development of a strong client/customer service ethic, responsive to organizational needs and be flexible, innovative and forward thinking.

The successful candidate must be an individual with exceptional verbal and written communication skills who can work effectively with Port stakeholders, including the Board of Harbor Commissioners, senior management and Port staff. S/he must be able to work collaboratively to achieve desired results and convey superior professional standards and unyielding integrity. S/he must be comfortable working in a deadline-driven and demanding environment.

EDUCATION, KNOWLEDGE & EXPERIENCE

Requirements for the position include:

Education:

- A minimum of a Bachelor's degree in Engineering, Business, Computer Science, Construction Management, or relevant combination of technical degree and business degree, or equivalent work experience is required.

Experience:

- Approximately five to seven years of experience in a management role supervising staff involved in the full range of project controls.

- Experience in managing multidiscipline business and project service teams on capital projects.
- Demonstrated experience with developing and implementing control systems for projects, planning and cost management.
- Experience in reporting/accounting desired. Must understand the mechanics of earned value and relation to schedule and cost forecasting.
- Experience in successfully creating and maintaining effective partnerships with people from diverse backgrounds and areas of technical expertise.

Position requires the ability to:

- Demonstrate leadership skills that include maturity and vision, and the ability to articulate the organization's vision and mission to others.
- Understand, interpret, explain and apply Port policy.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Prepare clear, concise and comprehensive correspondence, reports and other written materials.
- Exercise sound, expert professional judgment and seasoned political acumen within broad general policy guidelines.

COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range between \$125,000 and \$140,000.

Placement within the salary range is based on qualifications. An attractive package of executive level benefits is also included, with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

- *Auto allowance* – If applicable and approved, up to \$450 per month
- *Deferred Compensation* – several plans available
- *Retirement* – CalPERS 2% @ 62, coordinated with social security (with a 6.5% payroll contribution)
- *Group Health Insurance* – medical (an HMO and a PPO) and dental options (two plans to choose from) available for employee and dependents
- *Life Insurance* – City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000
- *Disability Insurance* – City-paid short and long term disability insurance
- *Vacation* – 12 days after one year of service; maximum of 20 days after 19.5 years of service
- *Sick Leave* – 12 days per year
- *Executive Leave* – 5 days per year
- *Holidays* – 9 designated holidays per calendar year, plus 4 personal holidays
- *Bereavement Leave* – 3 days for death or critical illness of immediate family member plus 3 days of accrued sick leave
- *Annual Physical* – provided by the City

APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Wednesday, May 25, 2017 at 4:30 pm.** The Port reserves the right to extend without notice the closing date in order to accept additional applications.

To be considered for this opportunity, please submit a cover letter, a resume that reflects scope of current/most recent organization and responsibilities and current salary information via email electronically to: humanresources@polb.com. You must indicate – **MANAGER, PROJECT COST & SCHEDULING** - in the subject line. Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered.

Following the final filing deadline, all application packets will be evaluated to determine the most qualified applicants. Those individuals determined to be best suited for the position will be interviewed by the final selection panel, with an appointment anticipated shortly thereafter.

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

The Port of Long Beach is an Equal Opportunity Employer.

Relocation is not available for this position.



The PORT OF LONG BEACH is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3200 acres and moves more than \$150 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the top eight busiest container ports in the world. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, Japan, South Korea, Hong Kong and Taiwan.

The Port of Long Beach, which is the City of Long Beach's Harbor Department, is governed by the Long Beach Board of Harbor Commissioners. The Port's Chief Executive is appointed by the Board of Harbor Commissioners and is responsible for overall Port activities. The Chief Executive is supported by a Capital Programs Executive and six Managing Directors, one each for these bureaus: Commercial Operations, Engineering, Environmental Affairs and Planning, Finance and Administration, Communications, and Human Resources and Team Development. The Port has approximately 500 employees and generates annual operating revenues of nearly \$375 million. The Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities. Port revenues are reinvested in new facilities and port-related improvements and capital expenditures are expected to total approximately \$4 billion over a period of 10 years. In addition to its role as a critical hub for international commerce and as a major transportation center, the Port of Long Beach plays a key role in promoting global trade. Port-related international trade has wide-ranging economic impact, supporting thousands of jobs that benefit the region and the entire country.

In 2005, the Board of Harbor Commissioners adopted a Green Port Policy that has positioned the Port as the leader in the area of environmental stewardship. To further our commitment to the environment, in June 2006 the ports of Long Beach and Los Angeles jointly introduced the San Pedro Bay Ports Clean Air Action Plan (CAAP), a sweeping plan aimed at significantly reducing the health risks posed by air pollution from port-related ships, trains, trucks, terminal equipment and harbor craft. Following that success, in 2009, the ports of Long Beach and Los Angeles jointly adopted the San Pedro Bay Ports Water Resources Action Plan to identify programs that will support healthy water and sediment quality as well as prevent Port operations from degrading existing water and sediment quality. To learn more about the Port, go to www.polb.com.

THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, the Long Beach Sea Festival, and a wide variety of other attractions serve to draw over four million visitors each year. The city is also home to California State University, Long Beach, which is ranked the No. 3 best value public college in the nation, and Long Beach City College, one of the largest community colleges in California.

While offering all the amenities of a large metropolis, the city has maintained a strong sense of community and cohesiveness. As the seventh largest city in California, Long Beach has been referred to as the "most diverse city" in the nation by *USA Today*. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.