



# CHIEF OF PLANNING & DESIGN



**PORTCORPUSCHRISTI®**



# CHIEF OF PLANNING & DESIGN

This position under the direction of the Director of Engineering Services is responsible for the effective planning and design of Port of Corpus Christi (PCCA) facilities and infrastructure in the development and management of the PCCA's Capital Improvement Program, while providing technical project support, design leadership, and oversight for expansion, upgrade and ongoing operations at one of the nation's largest ports through the application and execution of sound planning and engineering principles.

## » CHIEF OF PLANNING & DESIGN:

### ESSENTIAL FUNCTIONS

- » Oversees in-house and outsourced design projects for PCCA and intermodal infrastructure and facility capital and maintenance projects
- » Works with and mentors design staff in the Planning & Design Group and other Engineering Department Groups staff as directed
- » Manages assigned engineering projects to ensure quality and overall needs are being met
- » Oversees the annual facility and infrastructure inspection program to ensure projects are identified for inclusion into annual and long-term planning budgets
- » Assists in formulating and compiling projects to be incorporated into Engineering Services Department's Annual Budget
- » Works with, develops, updates, and maintains the 10-year Capital Improvement Program
- » Supports the PCCA's Master Plan and Asset Management Program and implements the Department's objectives and goals of the PCCA's Strategic Plan
- » Formulates and prioritizes projects and project requirements following the guidelines outlined in strategic plans, approved budgets, the Port's Project Manual and to respond to port growth and operational needs; coordinates with other departments on an operational level; and works with other personnel in the Engineering Dept. to complete assigned work successfully
- » Develops conceptual planning and budget level cost estimates for professional services, construction and related project costs to support budget and capital program planning
- » Prepares and oversees staff in development of plans, specifications and bid documents for projects; directs and supervises production of plans, specifications and bid documents by consultants for assigned projects and ensures uniformity and consistency with Engineering Service Department standards and procedures
- » Supports the bidding process, selection of construction contractors, and provides technical support during construction including coordination of consultant support
- » Prepares technical requirements, scopes of work, professional services cost estimates, and professional services contracts and service orders for consultants
- » Coordinates, oversees, and reviews consultant work products to provide high quality deliverables and products that meet or exceed the PCCA's standards
- » Develops, maintains and updates PCCA standard designs and specifications
- » Provides technical guidance to PCCA Tenants for planned improvements and reviews technical documentation for tenant projects to ensure port requirements are consistently applied and design standards are met. Assists Director of Engineering Services in reviewing plans submitted for approval by PCCA tenants and easement/franchise holders
- » Reviews progress on assigned projects and coordinates with other departments to ensure the quality and overall needs of the PCCA are being met
- » Uses PCCA proprietary software to track and manage project progress, budgets and schedules
- » Prepares project related presentation materials for and presents to Sr. Staff and Port Commissioners. Prepares written reports, letters, and other materials as necessary to support work activities



- » Evaluates new technology and procedures and incorporates acceptable systems into PCC designs
- » Understands and incorporates sound safety and environmental protection principles in design and construction and fosters safety and environmental stewardship in construction projects and other PCCA Activities. Follows PCCA operational security requirements and procedures, and sees that security requirements are properly implemented and maintained on assigned projects
- » Keeps Director of Engineering Services and other Senior Staff informed of Planning & Design issues and initiatives, and attends and participates in meetings as requested
- » Adheres to PCCA policy, promotes a safe work environment and ensures supervised staff does the same
- » Develops and maintains an effective department through proper selection, training, and assignment of personnel
- » Leads and motivates staff to achieve specified goals and promotes a culture cultivating the PCCA SEAPORT values
- » Manages, supervises, evaluates, promotes and disciplines assigned staff, and recommends promotions and increases
- » Regularly reviews progress of work in department and directs meetings to resolve issues
- » Facilitates discussion and communication with staff. Leads and motivates staff to achieve specified goals
- » Maintains high level of professionalism and integrity, and promotes good employee and customer relations
- » Drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives
- » Functions in pre or post-disaster preparedness as a Tier 1 employee.

## CANDIDATE PROFILE

The preferred candidate for the Chief of Planning & Design position should be a detail-oriented, focused individual, expected to possess exceptional work ethic and integrity, and the ability to formulate the PCCA capital improvement vision to employees, the public, PCCA stakeholders and staff. He/she must possess:

### ESSENTIAL SKILLS

#### EDUCATION & CREDENTIALS

- » Bachelor's Degree in Engineering (preferred in civil, structural or ocean)
- » Registered Professional Engineer in the State of Texas or ability to obtain registration in Texas;
- » Beneficial to be Registered Professional Land Surveyor licensed by the Texas Board of Professional Land Surveying
- » Good driving record with valid driver's license
- » Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment

#### EXPERIENCE

- » Port and waterfront design, planning and management experience preferred
- » History managing and overseeing engineers, draftsman, surveyors and administration staff
- » History of creating effective working relationships, dealing with the public and working with people from diverse backgrounds and areas of technical expertise

- » AutoCAD and design application experience helpful
- » Experience interviewing, training and mentoring staff to meet ongoing challenges and to strengthen the Division
- » Minimum ten years of experience in engineering and design management

#### JOB KNOWLEDGE

- » Practicing multi-disciplined knowledge of engineering techniques and theories
- » Knowledge of local, state and federal codes and requirements
- » Skilled in the application of engineering concepts
- » Hands-on management approach with strong technical knowledge and presentation skills
- » Effective collaboration, partnership and problem-solving skills
- » Proven ability to implement programs or practices designed to enhance service and value
- » Thorough knowledge of the theories, principles and practices of management, including policy and procedure development and implementation



## JOB KNOWLEDGE CONT'D

- » Broad knowledge of the principles, practices and techniques of effective employee supervision, including instructing, training, planning, delegating, motivating and evaluating work/performance
- » Knowledge of administrative practices and policies related to budget, personnel and cost control

## ESSENTIAL TECHNICAL & MENTAL SKILLS

- » Effective communication skills, written and verbally
- » Effective interpersonal, presentation, organizational and time management skills;
- » Proactive team-leader able to positively and productively strategize and meet goals
- » Ability to handle multiple tasks from inception to completion, open and willing to take on challenges
- » Professional, energetic, detail-oriented, self-starter
- » Proficiency in MS Office, including Word and Excel, Outlook, and other related applications
- » Ability to supervise the work of several project engineers, planners and draftsmen and to plan, direct, coordinate and review their work and the work of subordinate personnel
- » Ability to guide and train staff in work procedures and techniques and provide for their professional development
- » Ability to operate standard office equipment and drive a lightweight highway vehicle to meetings and work-related events. A valid driver's license required

## MANAGEMENT SKILLS

- » Strong leader and problem-solver with a collaborative style of effective management
- » Strong manager of people who is capable of motivating and energizing staff, and with a hands-on approach and willingness to lead by example
- » Ability to prepare clear, concise reports, notes, correspondence and other written materials and to review, revise and edit materials
- » Ability to define issues, perform research, evaluate alternatives and develop sound, independent conclusions and recommendations
- » Ability to work well within a fast-paced environment, tight deadlines, and a multitude of projects and changing priorities
- » High-level organizational and planning skills; ability to set priorities, take initiative and exercise sound independent judgment
- » Ability to understand, interpret, explain and apply PCC policies, state and federal laws

## ESSENTIAL PHYSICAL JOB REQUIREMENTS

- » Ability to perform essential job functions with or without reasonable accommodation, including but not limited to regularly sitting, standing, walking, speaking, reading or hearing, using hand to finger movements; frequently reaching and occasionally lifting and/or moving up to 10 pounds, stooping, kneeling, crouching or crawling, climbing or descending ladders to elevated or lower work levels to inspect Port infrastructure and construction progress
- » Ability to withstand some exposure to adverse weather conditions when visiting worksites, ability to wear personnel protective equipment, including hard hat, steel toed foot wear, personal floatation devices, eye and hearing protection when performing work functions
- » Ability to work in a general office environment, with standard office equipment
- » Ability to communicate verbally, in writing and over devices such as phones and mobile phones
- » Ability to operate light-weight highway vehicles traveling to project sites and functions outside in various weather conditions while inspecting facilities, tenant improvements and construction projects; ability to travel by boat or work at elevated heights when performing assignments



## » COMPENSATION & BENEFITS:

Our employees enjoy a fabulous benefits package including:

- » Competitive salary paid bi-weekly
- » Texas County & District Retirement System (TCDRS) retirement plan
- » 457 deferred compensation plans
- » Flexible Spending Account
- » Low-cost, high quality benefit package, health, dental & vision plan with on-site wellness program
- » Paid leave (vacation/sick/bereavement)
- » Eleven paid holidays
- » Volunteer Time Off
- » Health club benefit
- » Tuition reimbursement
- » Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum

Salary commensurate with experience.

## APPLICATION PROCESS

Interested and qualified candidates may apply online at [www.portofcc.com](http://www.portofcc.com) or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before August 13, 2018 4pm CST.

PCCA leadership will review submittals and only the most highly qualified candidates will be invited for a meeting to further discuss the Chief of Planning & Design position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.

*PCCA is an Equal Opportunity Employer*





# ABOUT PORT CORPUS CHRISTI

It is the mission of Port Corpus Christi to leverage commerce to drive prosperity. The Port’s vision is “to be the energy Port of the Americas.” It has already achieved that status as the 4th largest Port in the United States in total tonnage.

## WHO WE ARE

- » > 100 million revenue tons in 2017 (4th in nation)
- » > 85,000 Port related jobs with 200 + Employees
- » > \$335 Million State and Local Tax Revenue
- » Over 25,000 acres under management
- » Public Corporation and Texas Political Subdivision
- » 10-Year \$1 Billion Capital Investment Project

## IN THE LAST DECADE

- » Significant Diversification of Cargo & Customers
- » Operating Revenues of Nearly \$100 Million
- » Total Assets in Excess of \$700 Million
- » Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- » Environmental Investments > \$25 Million



PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.



PCCA is a recognized leader in environmental initiatives and stewardship.



PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.



PCCA is protected by a state-of-the-art security department, with a fully sworn police force



PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.



PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



## THE CORPUS CHRISTI REGION

Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.