



# PROJECT AND OPERATIONS MANAGER

## Application Process

Submit cover letter, resume and completed [Whatcom County application](#) online by **March 26, 2017**.

Whatcom County  
Human Resources  
311 Grand Ave. Ste 107  
Bellingham, WA 98225

HR@co.whatcom.wa.us  
ph: (360) 778-5300

## Save-the-Date

- Application Deadline: March 26, 2017
- Interviews will be conducted April 10 & 11, 2017

## Salary & Benefits

**\$7,531—\$10,293 monthly, DOQ**

Whatcom County offers a comprehensive benefits package with medical, dental and vision coverage for employees, spouses and eligible dependents. Our benefits package also includes attractive paid leave provisions, including a Paid Time Off program, an average of 12 paid holidays per year, and short- and long-term disability coverage and life insurance for employees. Employees participate in the Washington State Retirement System and may select from two deferred compensation programs. The County provides a match of up to 2% of salary for deferred compensation plan contributions.



Whatcom County seeks an experienced, proven leader to serve as Project and Operations Manager. This critical position will provide oversight and project management for the Facilities Division, providing leadership for several multi-million dollar capital construction projects, including the construction of a new Whatcom County Jail and large-scale renovations to the County Courthouse.

## ESSENTIAL JOB DUTIES

- Manages multi-year high value County capital facility construction and improvement projects, ensuring plans are properly implemented, remain on schedule and within budget.
- Provides technical expertise, consultation and team leadership to develop creative solutions for the most complex organization-wide construction and facilities issues.
- Provides specialized project management for capital work. Monitors major capital projects and budgets and provides regular updates to the County Executive about progress.
- Evaluates and consults with architects, consultants and contractors to develop projects and work plans.
- Forecasts maintenance and operations and capital budget needs.
- Oversees the Facilities division of Administrative Services.

## QUALIFICATIONS

- Bachelor's Degree in Engineering, Construction Management or a related field;
- 6 years progressively responsible related experience in facilities management including major capital planning, project management and contract administration
- 3 years of supervisory experience.

## THE IDEAL CANDIDATE

The ideal candidate will demonstrate solid interpersonal and public relations skills including well-organized written and oral communication and effective public speaking. In addition they will possess advanced experience managing multiple capital projects for a multi-facility organization. This position will work pro-actively to achieve the goals of Whatcom County and must have the ability to foster collaboration and work effectively with both public and political stakeholders.

***"An Opportunity to Distinguish Yourself in Public Service and Make a Commitment to Whatcom County's Future"***

See full [job description](#) for more information or visit [www.whatcomcounty.us/jobs](http://www.whatcomcounty.us/jobs)

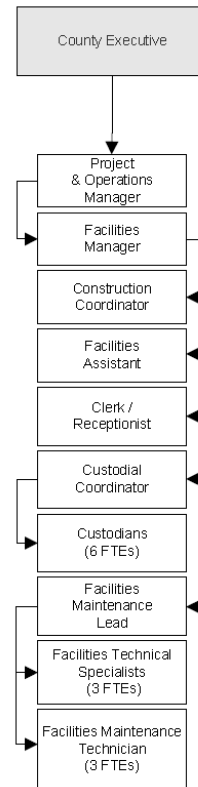


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## DEPARTMENT OVERVIEW

The Whatcom County Facilities Management Department’s mission is to efficiently plan, provide and manage quality facilities, grounds, security, equipment and energy ad sustainability services to support Whatcom County Departments and agencies in the accomplishment of their goals in a safe and cost effective manner. We are committed to developing and implementing new and more effective ways to reduce energy consumption, conserve water, and promote responsible waste management and the use of green supplies. The division provides facilities administration, maintenance and custodial services and construction management.

For more information about the Facilities Division and current projects, visit <http://www.whatcomcounty.us/152/Facilities-Management>. You may also view the Administrative Services Department [2017-2018 Mission and Objectives](#) online.



## BE PART OF OUR COMMUNITY

Whatcom County, Washington, is truly “Someplace Special.” Nestled along the Canadian border, beautifully positioned between the San Juan Islands and the Cascade mountain range, our scenic community is made up of approximately 212,000 people. Seattle is 90 miles to the south and Vancouver, British Columbia, is 50 miles to the north. According to Money Magazine, “Bellingham is the 5th best place to live in the West and the 24th best place in the nation to live.” Citizens of Whatcom County enjoy the breathtaking scenic beauty of coastlines, Bellingham Bay, Mount Baker and many spectacular parks and lakes. Outside Magazine named Bellingham as a “Dream Town” and described one epic day in Bellingham (well, maybe two): “wade in a tide pool, paddle from shoreline bluffs to a San Juan island, snowshoe along a crevasse, plunge down rapids, scale a volcanic cliff, and canoe past organic berry farms on a paper-flat floodplain.” National Geographic Adventurer magazine named Bellingham among the “Top 10 Adventure Towns in America”. Bellingham was rated the 3rd most secure mid-sized U.S. city to live in by Farmers Insurance in 2010. Bellingham has been previously rated by Money Magazine as the 2nd best place in the country for entrepreneurs, and by Inc. as 6th out of 393 boomtown cities in the U.S. For more details about our wonderful community, visit Bellingham’s Chamber of Commerce website at [www.bellingham.com](http://www.bellingham.com).



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