



City of Port Angeles

Internal/External Recruitment Announcement

Opens:
October 16, 2026

First Review:
October 30, 2026

Citywide Capital Programs Manager

Nature of Work:

Under general direction and management of the Director of Community and Economic Development or their designee, performs senior-level project management work responsible for coordinating the overall delivery of all City capital and transportation improvement projects. This work includes the development, review and construction management of all capital projects and facilities. Additional work will include managing engineering staff and consultants for complex capital projects, ensuring technical competence and compliance with all current codes and criteria. This position will train, mentor, supervise and evaluate the performance of assigned technical and professional staff. Leads high profile initiatives and programs within the engineering team as assigned by the Director of Community and Economic Development or their designee.

- Effectively manages the engineering team's work to ensure establishment of clear and transparent project scope, schedule and budget, consultant selection and management, technical review and oversight, quality assurance, preparation of plans, technical specifications, contract documents, construction inspection and management, and timely payment for services.
- Successfully coordinates the engineering team's preparation of construction contracts for bidding and responses to bidder inquiries. Coordinates engineering team reviews of contractor submittals for compliance with the plans and specifications. Supports project inspectors and managers in resolving field conflicts or changes.
- Efficiently manages the engineering team's work of all capital improvement projects and staff/consultants simultaneously.
- Proactively supervises assigned engineering team members and trains, guides, and mentors them in the successful management of public works projects and facilities.
- Assists the Deputy Director/Director of Community and Economic Development, Finance Director, and City Engineer or their designees in strategic planning, preparation and delivery of capital project tasks and budgets.
- Successfully supervise and evaluate the performance of assigned personnel and consulting staff.
- Proactively advances the City's grant program by supporting Executive Services and Finance in researching grant and other funding opportunities, preparing grant and loan applications, and performs grant management.
- Successfully perform administrative duties including CIP/TIP preparation, and pre-construction and project management and reporting; effectively oversee engineering team project implementation for all capital projects.

- Ensures that engineering team construction work is in compliance with federal, state and local codes and regulations. Coordinates with other city departments, agencies, and regulators to obtain needed permits and grants.
- Provides quality control oversight with the engineering team to ensure that project goals are met and prevent cost overruns resulting from construction change orders and ensuring all grants are well managed.
- Ensures that engineering team projects are completed on schedule and within budget.
- Provides supervisory and administrative oversight only for engineering functions. Does not perform or approve professional engineering design, calculations, technical engineering analyses, plans, specifications, or other work requiring a Professional Engineer license or seal. Technical engineering authority remains with the City Engineer.
- Works effectively under pressure and with frequent interruptions.
- Effectively represents the City and makes professional presentations to City officials, other jurisdictions or organizations and the general public to explain project priorities, or project modifications requiring additional funding.
- Successfully coordinates the engineering team on project planning and design with property owners, interested citizens and other affected city departments and agencies. Responds to customer inquiries and complaints. Helps successfully resolve issues.
- Proactively coordinates the engineering team to prepare and administer consultant contracts for general and specialized design services.
- Proactively assists the legal team in the acquisition of needed easements or property rights.
- Successfully performs related work as required.

Key Tasks:

- Leading by example on the Statement of Values, Guiding Pillars and Performance Factors within the team and with supervisors; by being positive, engaged, and responsive.
- Uplifting the teams' organizational structure, roles, and responsibilities.
- Effectively implement special projects, SOPs, policies, and directives.
- Efficiently respond to all phone calls, emails, etc. within two business days.
- Ensuring up to date and responsive calendar/scheduling management.
- Instilling a collaborative teamwork approach to issues and projects.
- Submitting detailed Weekly Reports.
- Meeting City Manager's Office, Finance, and departmental reporting timelines.
- Providing timely and actionable updates on critical issues.
- Ensuring CFP/TIP project milestones/budgets are met and are clearly communicated.
- Conducting regular subordinate performance evaluations and KPI reviews, updating work summaries and job descriptions as needed.
- Successfully take and pass assigned training and continuing education courses.
- Ensure subordinate staff also meet these key responsibilities.

Salary:**2026 Salary Scale:**

\$109,509.36 - \$130,878.07 annually (\$52.6487 - \$62.9221 per hour)

2027 rates (3% COLA effective 01/01/27)

\$112,794.64–\$134,804.41 annually (\$54.2282–\$64.8098 per hour)

Excellent benefits include:

- Up to 3% deferred compensation employer contribution
- 13 paid holidays
- Vacation and sick leave bank
- Medical insurance (12.5% employee-paid premium)
- Employer contribution to Health Savings Account
- Dental and Vision insurance
- Health Care Offset
- Employee Assistance Program
- Employer-paid life insurance (\$50,000 plan)
- Long-term disability
- Washington State Retirement System (PERS)
- 40 hours of management leave annually

Qualifications:**Education:**

BA or BS degree in finance, project management, engineering, or a related field. Possession of a valid Professional Engineer's License from the State of Washington is preferred but not required.

Experience:

At least five (5) years' experience in financial management, and/or project management of municipal water, sanitary sewer, storm drainage, transportation, solid waste, and/or open stream projects, or any combination thereof. At least two years' experience supervising finance staff or professional engineering and technical staff is preferred. Experience with design and/or professional services contracts is desirable.

Possession of a valid Washington State driver's license within 30 days of appointment, and a driving record acceptable to the City's HR Department.

The ideal candidate will possess the following:

- Knowledge of modern methods of administration and supervisory practices and techniques.
- Knowledge of established project administration and management best practices.
- Knowledge of City, County, State and Federal regulatory codes and ordinances relative to project administration and management.
- Ability to successfully organize, analyze, interpret and evaluate project challenges and provide practical, cost-effective solutions.
- Excellent written, verbal and interpersonal communication skills including public speaking ability, ability to communicate technical information in a non-technical manner.
- Ability to communicate effectively with customers, co-workers, subordinates, consultants, contractors and the general public, both orally and in writing.
- Ability to successfully plan, direct and supervise subordinate personnel in proper work methods

- and review their work during and after completion of tasks.
- Experience in developing, designing and managing complex and politically sensitive capital projects.
 - Experience with computer software applications including word processing, databases, and spreadsheets.
 - Ability to efficiently and independently plan, schedule, organize and complete multiple projects within established deadlines and budgets.
 - Ability to successfully problem-solve and resolve conflicts with a wide variety of stakeholders.
 - Experience in obtaining environmental permits is desired.
 - Experience in applying for and managing grants for public works projects is desired.
 - Establish and maintain positive, effective working relationships with the City Engineer, Public Works Director, CED Director, Deputy City Manager, City officials, representatives of federal and state agencies, subordinates, consulting engineers, contractors, and the public.

To Apply: Please complete the attached application and attach a letter of interest and resume. First review of applications will take place on October 30, 2026.

Selection Process: Applicants will be evaluated on the qualifications and related experience. Only those selected for an interview will be contacted.

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