

**City of Seattle**

**Manager of Bridge Asset Programs - Manager 3, Engineering & Plans Review**

**SALARY**

\$57.45 - \$86.16 Hourly

**LOCATION**

Seattle, WA

**JOB TYPE**

Civil Service Exempt, Regular, Full-time

**JOB NUMBER**

2024-01403

**DEPARTMENT**

Seattle Department of Transportation

**DIVISION**

Roadway Structures

**OPENING DATE**

11/12/2024

**CLOSING DATE**

12/10/2024 4:00 PM Pacific

**Position Description**

**Vision:** Seattle is a thriving and equitable community powered by dependable transportation.

**Mission:** To deliver a transportation system that provides safe and affordable access to places and opportunities.

At the Seattle Department of Transportation (SDOT), we are recognized across the country for our efforts in combining different modes of transportation to make travel easier and more convenient. As our city grows quickly, we're always thinking about how to make transportation more accessible, safe, affordable, and reliable for people who live, work, and visit Seattle. We're passionate about creating an equitable, sustainable, and vibrant city for everyone.

We have important jobs to do at SDOT. We look after the city's transportation network, add more bicycle and pedestrian paths, take care of over 240 bridges, and help people get better access to the regional transit system. We're a team of nearly 1,200 hardworking people, ready to serve Seattle's public transportation needs 24 hours a day, 7 days a week, no matter the weather.

SDOT has an exciting opportunity for a highly collaborative and detail-oriented Manager of Bridge Asset Programs (Manager3, Engrng&Plans Rev) to oversee, guide and manage the major capital improvement and capital development program within the Roadway Structures Division.

The Manager 3 oversees a matrix organization, leading a team of Strategic Advisors, Project Managers, and Engineers in the delivery of Roadway Structures projects, with an annual capital portfolio budget of \$15 million. This role focuses on policy development, process improvements, and cross-divisional project delivery, particularly for Bridge Capital Investment Programs. The Manager acts as an asset owner, resolves complex issues, and represents the Division in high-level meetings, including Council Transportation Sub-committee sessions and briefings to the Mayor's Office. Additionally, they collaborate with partner agencies, seek grant opportunities, and track program performance for oversight committees.

### **Job Responsibilities**

- Manage SDOT's bridge assets, including preventative maintenance, replacement, rehabilitation, and modernization programs.
- Develop and implement policies for bridge maintenance, shifting from a reactive to a preventative approach.
- Oversee the development and execution of capital and major maintenance projects, utilizing expertise across various engineering fields. Indirectly manage project managers, engineers, and subject matter experts in the implementation of bridge-related programs. Manage an annual budget of \$15 million, sourced from general funds, transportation levies, and grants with compliance requirements.
- Coordinate and lead intra-departmental teams to resolve project issues and deliver projects and planning studies.
- Participate in change control board meetings to approve project scope, schedule, and budget changes. Develop and conduct presentations to a wide range of stakeholders, from coworkers to members of the Executive Leadership Team.

### **Qualifications**

#### **Minimum Qualifications:**

- We are looking for a transformative and people-oriented leader who cultivates an inclusive and welcoming culture, has a passion for creating environments where people can do their best work and are effective collaborator, relationship builder, and communicator.
- Solid work experience with budget development of capital projects and maintenance operations.
- Previous experience must include full-cycle capital project management from planning to administration and delivery of the final product.

- Adaptable, team-oriented with strong communication skills, and highly self-motivated to see their work executed and completed to a high standard, using data to develop solid processes and methodologies.
- They have held a leadership role within a large and complex publicly accountable organization that involves leading a diverse staff and fiduciary management of sizable budgets and staff.
- Demonstrated knowledge in working with elected officials and employees at all levels, and the public is critical to success in this role, as well as extensive experience in building strong teams and fostering an inclusive workplace culture.
- Detail-oriented, transparent, efficient, and data-driven, and they can navigate difficult conversations and empower others.
- Equivalent combinations of education and experience that demonstrate the ability to perform the position duties will be considered.

**Though not requirements, strong candidates will have some of the following experience or are able to describe comparable experience:**

- Demonstrate the ability to effectively work in a multi-cultural workplace with a diverse customer base Eight to 15 years of progressive experience working in a public-sector environment, particularly in a similar-sized municipality.
- 5 years of increasingly responsible experience in project controls, project management and/or all aspects of capital project delivery. 2 years of supervisory experience that includes employee evaluation and performance management.
- Successful work experience in use of large-scale information systems, preferably PeopleSoft, including General Ledger, Accounts Payable, or other modules. Proficiency in using Power BI for analyzing and reporting data.
- Proficiency in Microsoft Excel, including use of formulas, sorting, and other tools. Familiarity with SDOT's project management and maintenance work processes and tools (or similar) that are used as part of these processes, such as SDOT's Work Management and Asset Management system (INFOR) and Clarity Project Portfolio Management (PPM) or other similar types of management systems. Strong technical ability, analytical and critical thinking skills.
- Ability to learn technical material quickly and retain it. The ability to be flexible and work both in-person and remotely in a collaborative environment.
- Ability to work independently, recognize and set priorities; and plan, organize and coordinate own work and that of others.
- Experience working in a fast-paced, high-pressure environment with multiple deadlines. Work experience working independently or with minimal supervision to successfully perform tasks and solve problems.

- Must be able to recognize problems and assess situations, recall and/or gather and evaluate relevant information, and take appropriate action.
- Familiarity with and committed to the City of Seattle's Racial and Social Justice.
- Ability to effectively work in a multi-cultural workplace with a diverse customer base.
- Ability to assimilate and understand technical information Working understanding of transportation asset management

**Other Requirements:** Work is typically performed in an office environment. Current Washington State driver's license or evidence of equivalent mobility.

### **Additional Information**

Your application will not be reviewed if these items are missing or incomplete.

### **Hiring Process**

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered:

1. Completed NEOGOV online application.
2. Supplemental questionnaire responses.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Current résumé indicating relevant experience and education.

The full salary range for this position is \$ 73.516 - \$ 86.16 per hour.

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental, vision, life, and long-term disability insurance for employees and their dependents. More information about employee benefits is available on the City's website at: <https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>.

### **Agency**

City of Seattle

### **Address**

Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, Washington, 98104

### **Website**

<http://www.seattle.gov/jobs>

**Manager of Bridge Asset Programs - Manager 3, Engineering & Plans Review Supplemental Questionnaire**

**\*QUESTION 1**

**How many years of experience do you have with managing the full life cycle of capital projects or experience in a related field?**

**\*QUESTION 2**

**Please briefly describe your related experience that qualifies you to do this job. Please include any experience in writing proposals, policies and reports for large transportation projects.**

**\*QUESTION 3**

**Please briefly describe your experience in asset management and two key factors that you believe is critical for good asset management.**

\* Required Question