

Classification description

Title: General Manager Major Projects

Job Code: 1483

Pay Range: 546

FLSA Status: Exempt – Executive/Supervisory

Employee Group: Non-Represented

Established: 12/2020

Revised: N/A

EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

The General Manager of Major Projects Plans, organizes, leads and oversees the work of major regional projects at the direction of the Chief Operating Officer.

DISTINGUISHING FEATURES

The General Manager Major Projects is a single-incumbent classification and not part of a classification series.

DUTIES AND RESPONSIBILITIES

1. Leads all phases of work for significant capital investment in regional solid waste infrastructure, including existing and future Metro-owned and operated facilities, commercial facilities serving the region's recycling needs, and commercial facilities serving the region's composting or digestion needs.
2. Ensures that capital projects do not interrupt daily operations at Metro's transfer stations and long-hauling operations including Household Hazardous Waste, closed-landfill operations, and latex paint operations.
3. Coordinates capital expenditures with other investment tools such as Public Private Partnerships, grant making for system innovation and other investments.
4. Leads analysis, research and investments on 27 acre Metro-owned Willamette Cove natural area, including assessment and cleanup of contaminated soil, groundwater, and in-water sediment.
5. Leads discussions with partner agencies, regulatory agencies, community leaders and others.
6. Ensures robust community engagement, council involvement and funding strategies for past and future obligations.
7. Works with Steering Committees, Chief Operating Officer, and Metro Council to confirm project scopes, schedules, and budgets.
8. Provides strategic information, perspective, and experience on specific projects or Metro initiatives of regional interest or concern at direction of Chief Operating Officer.
9. Ensures project managers maintain assignment clarity. Works with General Manager Visitor Venues, Expo Staff, and MERC Liaisons to ensure full understanding of goals and objectives.
10. Maintains strong relationships with elected officials and staff, stakeholders and community.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.

2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Ten years of executive experience, and
- A Bachelor's degree in Business Administration, Public Administration, or similar degree, or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities

- Principles and practices, and the legal requirements, regulations, and laws applicable to Metro
- Fiscal management including budget preparation and expenditure control
- Management theory and the principles and practices of supervision
- Major business and specialized computer software programs
- Strong leadership skills with the ability to build consensus among diverse groups
- Plan, organize and oversee assigned departments and projects
- Analyze and evaluate operations and develop and implement corrective action
- Communicate successfully with elected officials, the media, the public, and various interest groups regarding sensitive and/or complex issues
- Continuous use of discretion, decision making, negotiation and mentoring
- Interpersonal skills, customer service, and teamwork
- Training and supervision
- Presentations and teaching

- Reading, writing, understanding and speaking English is required
- Advanced math and programming
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

This position receives supervision from the Chief Operating Officer

SUPERVISION EXERCISED

This position has matrix/dotted line supervisory authority for specific employees assigned to the major projects identified by Chief Operating Officer. Including recommendations to hire, coach, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline, or to adjust grievances.

RELATIONSHIPS/CONTACTS

Inside the organization, provides direction, initiates training, resolves problems, exchanges information, advises, and provides recommendations. Outside the organization, promotes the agency, performs public speaking, conducts interviews, troubleshoots and resolves problems.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office equipment is used

WORK ENVIRONMENT

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this series may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, extensive overtime and evening meetings may be required.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.