

POSITION: Senior Tenant Improvements Planner (Exempt)

SALARY: \$82,515.00 - \$128,962.00 Annually

OPENING DATE: 01/14/22

CLOSING DATE: 01/31/22 05:00 PM

GENERAL INFORMATION:

The Port of Portland is the Pacific Northwest's gateway to the globe, we operate multiple airports, marine terminals and business parks that connect people and passengers, drive economic growth and improve our region's quality of life.

Do you want to influence the design of PDX concession tenants impacting the passenger experience? Do you have experience in reading architectural plans and applying set standards to various projects? Are you experienced with the preparation of project proposals, work scopes, development standards and reviewing site plans? If so, the Port's Senior Tenant Improvements Planner may be the job for you!

We are looking for an influential team player to represent the Port's design standards and oversee conformance amongst tenants and capital programs, ensuring maximized facility and operational efficiency, overall aesthetic satisfaction, and maintaining high level of standards that impact the passenger experience. The successful candidate will have the opportunity to assist and lead periodic updates of existing design standards at Port of Portland properties; ultimately growing the program to create design standards for PDX General Aviation.

NOTE: The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Manage the Port's Design Review Process:
 - Maintain and update all Port design guidance and Terminal Design Standards.
 - Assist in design reviews for tenant improvements (concessionaires, airlines, government agencies, aviation tenants, etc.), as well as participate in construction activity associated with tenant construction permits.
 - Ensure that various planning issues are addressed by applicants to lower the Port's exposure to unsafe conditions, maintain the operational efficiency of capital intense Port infrastructure, and ensure a high aesthetic and customer service standard for PDX Terminal improvements.
- Solve technical and operational issues by understanding the problems and offering multiple solutions:
 - Take approved concepts and prepare, coordinate, update, and manage site planning and facility design activities associated with business partner needs.
 - Develop concept plans in AutoCAD/Revit to help the business lines visualize the function of a development proposal, and provide concepts and alternatives that are

- sufficiently detailed for cost estimating and contribute to business case development.
- Prepare or supervise the preparation of project proposals, work scopes, development standards, site plans, feasibility studies, technical support studies, proposed development plans, and permits:
 - Assist in pursuing project funding alternatives.
 - Prepare grant applications and present competitive projects through a selection process.
- Assist and support the Development Manager's group as required to ensure current Port development projects meet long term planning goals and objectives.
 - Assist in the maintenance of department ePort sites.
- Act as a lead for the tenant improvement team delegating specific assignments and hire/manage outside consultants and interns:
 - Provide guidance for staff development and improvement.
 - Monitor upcoming work load and staff assignments to ensure timely resource adjustments to meet business needs.

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Aviation, Architecture, Interior Design, or related field is preferred; or the equivalent combination of education and/or relevant experience is required.
- Minimum of five (5) years' of progressively responsible professional design or planning experience, including responsibility for major projects, preferably in the public sector.
- Working knowledge of the following is required:
 - CAD and/or BIM design;
 - Building codes and ADA requirements;
 - Basic architectural terminology, interior and landscape design principles;
 - Drawing collaboration software (Bluebeam); and,
 - Construction technique, terminology and cost estimating.
- Advanced knowledge of the following:
 - Airport, architecture or interior design (Preferred)
 - Transportation planning practices (Preferred)
 - Aviation industry, including operations, security, airline operations, general aviation, Federal Aviation Regulations, FAA Advisory Circulars, Airspace, and land use (Preferred).
 - Professional writing and documentation techniques (Required)
 - Conflict mitigation and consensus building (Required)
 - Reading architectural plans and applying set standards to various projects (Required)
 - Conceptual planning; alternatives research, analysis, and development (Required)
 - Space planning and interior materials application (Required)
- Valid Driver's License is required.
- One or more aviation, planning, architectural, design, or other professional certifications is preferred.
- Must pass criminal history background check for purposes of obtaining and maintaining eligibility for PDX security badge and Marine terminal TWIC badge.

SKILLS AND ABILITIES:

- Demonstrated ability to express ideas clearly both verbally and in writing.
- Skilled at producing, editing, and formatting professional-quality documents using current office applications.
- Able to perform basic financial analyses.
- Skilled at analyzing complex planning scenarios and communicating recommendations clearly.
- Proven ability to work independently, but also effectively in collaboration with peers on a team.
- Develop and maintain planning guidelines and documentation.
- Skilled at promoting safety as a guiding principle and a regular practice in accomplishing work; willing to focus on safety improvements and comply with safety and health policies and

- procedures.
- Proven team player who shows the utmost respect for others.
- Ability to:
 - Work collaboratively with multiple Port departments.
 - Apply creative critical thinking.
 - Read and understand complex architectural drawings.
 - Facilitate meetings with internal stakeholders and customers, deliver presentations to both technical and non-technical audiences.
 - Communicate effectively with stakeholders and resolve issues in a timely manner.
 - Organize workload to meet changing priorities and deadlines.
 - Build stakeholder consensus and diffuse conflict.
 - Maintain confidentiality.
 - Document technical information.
 - Work with diverse employee groups and present information to a diverse audience.
 - Maintain professional certification.
 - Lead less senior planning staff including assignments, work prioritization, guidance and input to manager on evaluation, motivation and recognition.
 - Work with ambiguity in a continuously changing environment.
 - Utilize graphic development software to prepare signage graphics and other media.
 - Apply new trends in passenger terminal design to pending projects.
 - Demonstrate commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

