



Title: Director of Project Delivery
Location: Ports of Indiana
Supervisor: Chief Operating Officer
FLSA Status: Exempt

JOB SUMMARY:

This position coordinates the planning, creation, design, development, construction, and improvements of port facilities in conformance of company programs, objectives, and mission stated in statute as interpreted by the COO and CEO. Responsible for managing Associate Director of Project Delivery, project managers, internal and external vendor resources to maximize the efficient delivery of planning and construction projects. Dynamic engagement, communication, and interaction across organization is essential. Position requires frequent travel to port facilities and project sites.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Position requires ten (10+) years of related experience in capital infrastructure project delivery, a bachelor's degree in planning, business, engineering, or related field. This position requires a strong project management foundation with a good understanding of business, regulatory, and risk mitigation strategies. Knowledgeable of industry processes, practices, and standards. Must have the social aptitude to work with a vast variety of stakeholders to move projects forward. Self-motivated and problem-solving aptitude are key success factors.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Description
1.	Provide oversight and support during construction projects to ensure projects are constructed in accordance with project specifications, report progress on projects to port staff, and review payment invoices and applications related to project and track project costs.
2.	Coordinate procurement of construction projects and materials including compliance with public bidding requirements, permits, organization procurement requirements, prequalification requirements, and other federal grand requirements where applicable. In conjunction with all stakeholders, primarily legal and asset management.
3.	Prepare annual capital budget. Collaborates with developing port capital budgets. Responsible for adherence to departmental budget constraints.
4.	In collaboration with CEO and COO - oversees and administers construction execution for Ports of Indiana multiple port locations and newly contemplated locations.
5.	With POI CEO and COO develops, evaluates, and implements procedures, controls, metrics, and reports that reflect the overall results of the engineering group, promotes cross-functional communication, and ensures adequate information flow within the organization.
6.	Train, direct, support and evaluate employees to optimize their potential and productivity. Provide leadership/support for the staff to successfully execute projects.
7.	Plan and direct project and planning best management practices as they relate to the evolving marketplace. Responsible for short- and long-term planning aligned with Ports of Indiana goals as interpreted by the Executive Team.



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8.	Review and implement with Executive Team necessary process changes as required to create a more efficient work environment.
9.	Track program budget, schedule and deliverables assuring that they are met.
10.	Administration oversight of project plans and documents, responsible to manage the resources to compile and deliver to organization complete data in compliance with statutory requirements and document management best practices.
11.	Other duties as assigned by the COO.

MENTAL/VISUAL/PHYSICAL STRAIN:

This position has very little strain in any of these areas.