



## POSITION DESCRIPTION

<b>TITLE:</b> Director of Facilities & Property Development	<b>STATUS:</b> Exempt
<b>REPORTS TO:</b> Chief Operating Officer (COO)	<b>FT/PT:</b> Full-Time
<b>DEPARTMENT / AREA:</b> Administration	<b>DATE:</b> February 2026
<b>COMPENSATION:</b> \$115,000 - \$125,000	<b>LOCATION:</b> Bremerton, WA

**ON-CALL REQUIREMENT:** Position serves as FIRST LINE OF DEFENSE for urgent and emergency issues and incidents. On-Call experience required.

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*The Port of Bremerton is a public agency that has served the residents, businesses, and visitors of Kitsap County since 1913. The Port is committed to maintaining a professional, safe, and productive work environment that reflects our statutory responsibilities, values, and mission.*

### Position Purpose

The Director of Facilities and Property Development serves as a key member of the Port's senior leadership team, providing strategic direction, operational oversight, and executive guidance across the Port's real estate portfolio, facilities, and maintenance operations. This role works closely with the COO and CEO to ensure Port properties and infrastructure are maintained and operated efficiently, contributing to economic vitality and public service goals.

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### Essential Responsibilities

*Work effectively as a key member of the Port's leadership team providing a comprehensive operations perspective to all decision making. Participate in establishing strategic goals and bringing forth initiatives to enhance the Mission, Vision, and Core Values of the Port.*

#### Leadership and Strategic Direction

- Serve as a senior leader providing comprehensive operational and facilities perspective to organizational strategy and decision-making.
- Participate in developing and executing strategic goals, initiatives, and capital plans in alignment with Port priorities.
- Demonstrate leadership that reinforces collaboration, accountability, and innovation as core values within the department and across the organization.

### Facilities and Real Estate Leadership

- Lead and direct operations, maintenance, and administration of the Port's industrial park, and all associated facilities.
- Manage maintenance of the airport. Coordinate with the Airport Manager for day to day operations as it pertains to maintenance and operations.
- Ensure facilities and infrastructure are safe, well-maintained, esthetically pleasant, compliant, and operationally efficient.
- Provide hands-on leadership for maintenance programs and facility systems, integrating technology and preventive maintenance best practices.

### Team Leadership

- Oversee and manage Port Facilities Maintenance crew. Lead and develop the team of about 6-10 unionized maintenance and operations professionals.
- Set clear expectations, establish performance accountability, and coordinate labor resources effectively.
- Foster a positive team culture centered on safety, professionalism, and public service excellence.

### Leasing, Tenant Relations, and Business Development

- Promote a positive relationship with tenant-facing activities, addressing operational concerns and promoting strong partnership.
- Oversee leasing, negotiations, and tenancy of Port facilities and properties, ensuring effective lease management and tenant satisfaction.
- Direct business development efforts related to Port facilities and real estate, with emphasis on occupancy, tenant retention, and operational improvements rather than land development initiatives.

### Financial Oversight

- Provide budgetary development and oversight of the Industrial Park operations to align with Port-wide financial objectives.
- Prepare, manage, and oversee budgets for maintenance, facilities, and business development operations.
- Support forecasting, capital planning, and operational budgeting in partnership with the COO and Finance team.

### Project Management and Capital Work

- Lead and support capital and operational projects, including facility upgrades, infrastructure improvements, and preventive maintenance planning.
- Participate in bid processes including RFP/RFQ development, contractor selection, and project oversight.

- Ensure projects are delivered within scope, budget, and schedule while maintaining regulatory compliance.

### Communication and External Relations

- Excellent written and verbal communications skills across all levels of employees, commissioners, tenants and the public essential for this position.
- Represent the department in regular and special meetings of the Port Commission, community events, forums, and with regional economic development partners as needed to expand and maintain economic development in the area.
- Represents the Port at the local and regional levels pertaining to all facets of business development.
- Represents the Port as a member of various economic development organizations such as the Washington State Trade Show Group, Kitsap Economic Development Alliance Working Groups and Kitsap Commercial Investors Board (KCIB).
- Present confidently to executive leadership and public audiences, reflecting the Port's professionalism and transparency.
- Collaborate with the Port Marketing Department for the planning, implementation, and execution of the marketing plan.

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## **Qualifications and Core Competencies**

### Education and Experience

- Bachelor's degree in business administration, facilities management, public administration, real estate, or related field required.
- Minimum of seven (7) years of progressively responsible experience in facilities management, real estate operations, maintenance administration, and capital improvement/project implementation.
- Minimum of five (5) years in a leadership capacity overseeing staff and budgets, ideally in a public agency, port, or similarly regulated organization.
- Public sector experience is strongly preferred; a combination of public and private sector experience is ideal.

### Union Environment

- This position manages a team of unionized employees and ensures effective coordination within a collective bargaining environment.
- Prior union management experience is not required; a collaborative, respectful approach to labor relations is essential.

## Skills and Attributes

- Approach all areas of work with the highest ethics, good judgement and confidentiality required.
- Thorough knowledge of methods and techniques used in facility planning, capital improvement planning and financing of Port projects and facilities as well as policy, procedure, and contracts..
- Knowledge of pertinent Federal, state and local regulations, policies, procedures. Experience with high level budgeting and administration.
- Demonstrated success leading teams, setting boundaries, and holding self and others accountable.
- Entrepreneurial and business-minded, with the ability to balance operational details with strategic vision.
- Excellent communication, negotiation, and interpersonal skills with senior leadership, tenants, community stakeholders, and the public.
- Operationally grounded yet forward-looking and solutions-oriented, balancing immediate demands with long-term infrastructure planning.

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## **Work Environment and Physical Requirements**

*The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some requirements may be modified to accommodate individuals with disabilities*

- This position is subject to background check and alcohol/drug testing as a condition of employment.
- Approximately 85% of duties are performed in an office setting, with regular fieldwork across Port industrial park and airport facilities.
- Field responsibilities involve outdoor work; walking to inspect sites, meet tenants, and observe maintenance operations in varying weather conditions.
- Must maintain a valid driver's license and an acceptable driving record.
- Role may require occasional evening or weekend hours for meetings or events.
- Requires visual acuity for detailed document review and the ability to remain focused in a high demand, busy, interruption-prone environment.

## **Port of Bremerton is an Equal Opportunity Employer**

*The Port of Bremerton is an Equal Opportunity Employer committed to creating an inclusive workplace that values diversity and equity in all areas of employment. The Port prohibits discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, religion, disability, veteran status, marital status, genetic information, or any other characteristic protected under federal, state, or local law. The Port of*

*Bremerton promotes a culture of fairness, respect, and equal opportunity for all employees and applicants.*

***Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities, and expectations may change at any time with or without notice.***

***Port of Bremerton is an equal opportunity employer.***