

**Quonset Development Corporation  
Job Profile**

Position Title:	Managing Director	Date Written:	Fall 2014; updated 9/2016; 6/2023
Division:	Management	Reports to:	Board of Directors
Department:			
Grade:	15	FLSA Status:	Exempt

**Section 1: Position Summary:**

The Managing Director serves as the Chief Executive of the Quonset Development Corporation and works with the QDC Board of Directors to establish long and short-term objectives and goals consistent with mission of the corporation. The incumbent plans, organizes and directs the daily operations and long-term development of the Quonset Business Park and related offsite facilities under the control of the corporation. The incumbent directs staff, establishes Park goals and objectives; develops policies and procedures and prepares operating and capital budgets. She/he assumes direct accountability for corporate performance and financial results. In this capacity, the Managing Director exercises independent judgment, collaboration, tact, innovation, adaptivity, and initiative in the carrying out individual and corporate goals. The incumbent directly and indirectly, manages the corporate staff of ~49 full time employees. The Incumbent has access to corporate-wide confidential information, including personnel records, lawsuits, collective bargaining negotiations, client business plans and development proposals.

**Section 2: Essential Responsibilities:**

	%	Responsibility
1	25	Directs the planning, development and administration of all aspects of the Quonset Business Park and off-site facilities. In this capacity, manages staff and contractor assignments; establishes Park goals and objectives; develops policies and procedures; prepares operating and capital budgets; and oversees project progression at key junctures.
2	15	Provides direction to senior management in the areas of property management, port operations, real estate development, public works, water and sewer utility services, planning,, construction/engineering, and administration.
3	10	Develops and manages capital improvement program more than \$100 million dollars to complete the development of the park.
4	10	Serves as the Corporation liaison between developers, state and federal regulatory agencies, public constituents, civic and community groups, and legislative leaders; provides status updates, solicits input and responds to questions and concerns.
5	10	Manages multiple, parallel projects using formal planning and project management techniques. Supports statewide economic development initiatives including management of the \$40 million-dollar industrial site development initiative known as Rhode Island Ready.
6	10	Clarifies, simplifies, defines and documents complex business, regulatory and development processes and requirements.
7	10	Provides direction, support and advice to Senior Management Team on matters concerning the Corporation staff including but not limited to performance management, hiring, talent development, engagement, disciplinary action, attendance, scheduling. Union?
8	10	Financial Management: work closely with Finance Director to ensure the overall financial performance; help develop financial budgets and goals. Analyze financial statements to make strategic decisions to optimize company's overall financial position.
	100%	

**Section 3: Budget Responsibility:**

Dollar Amount of Operating Budget: \$22 million dollars.  
 Develops and manages capital improvement program more than \$100 million dollars to complete the development of the Park Revenues that are dependent upon the successful performance of the Corporation.

**Section 4: Scope of People Management:**

Does this position manage employees?  Yes  No  
 How many? 5  
 Does this position manage other managers?  Yes  No  
 How many? 4  
 Total staff indirectly managed: 49 Full Time Equivalentents and additional contractors as necessary.

**Section 5: Organizational Impact:**

Negative impact to QDC reputation could occur if the Corporation is improperly managed resulting in delays or lower standards of service, substandard construction of buildings and/or maintenance of property with consequent dangers to public safety and injury to personnel. Additional financial negative impact resulting in loss of “public” funds, legal action due to non-compliance on State and local agreements and material loss if projects are not constructed properly might occur. Loss of revenue could occur due to injury or property destruction and fines imposed due to non-compliance with regulatory requirements, including environmental concerns.

**Section 6: Experience:**

Type of Experience	Number of years Required	Number of years Preferred
Progressively responsible positions in public administration, corporate management with particular experience in strategic planning and economic development and the business analyst role.	10	15
Diverse background in multiple real estate property types, that is, marina/waterfront, hotel, office, R&D, commercial, and industrial.	10	15
Demonstrated success in executive project development/management capacity;	10	15
Working knowledge and success in implementing all phases of permitting and zoning processes	10	15
Proven ability to develop consensus and build harmonious working relationships with state and local officials, tenants, employees, and the general public.	10	15

Manager level experience within a multi-disciplined staff environment	10	15
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**Section 7: Qualifications/Skills:**

Qualification:	Required
Proven ability to be perceptive, tactful and exercise discretion, since the incumbent has frequent contact with staff at all, levels, local and state officials and park tenants and the general public	YES
Proven expertise in leading a diverse and multi-disciplined staff	YES
Working knowledge, understanding and proven ability to interpret and apply labor/human resources policies, procedures and federal and state regulations	YES
Proven ability to speak and write in a clear and concise manner; to develop and present comprehensive reports and proposals on complex information	YES
Proven ability to conduct independent research and complex fact-finding studies and to analyze and interpret results within strict time deadlines	YES
Proven expertise in planning, organizing and managing multiple projects	YES

**Section 8: Education:**

Education:	Required	Preferred
Bachelor's Degree in business management, public administration, engineering or related field	YES	
Master degree in public administration, planning, engineering		YES

**Section 9: Competencies:**

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of

	internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

**Section 10: Physical requirements:**

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.
Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.

**Quonset Development Corporation  
Job Profile**

Position Title:	Chief Operating Officer	Date Written:	07/14/2023
Division:	Management	Reports to:	Managing Director
Department:			
Grade:	12	FLSA Status:	Exempt

**Section 1: Position Summary:**

The Chief Operating Officer (COO) assists the Managing Director in overseeing the daily operations and long-term development of the Quonset Business Park. The COO leads efforts to improve organizational processes and effectiveness and coordinates day-to-day activities in line with the Corporation's strategic goals. The COO acts as liaison between the Corporation and developers, businesses, state and federal regulatory agencies, and municipal and congressional leaders, and represents QDC on boards and committees. The COO is expected to exercise independent judgement and critical thinking, manage staff and consultants, and maintain good working relationships with coworkers, tenants, contractors, governmental staff, and elected officials.

**Section 2: Essential Responsibilities:**

	%	Responsibility
1	15	Acts as a sounding board to the CEO, supports the CEO's strategic leadership and vision, and communicates the Corporation's vision to the organization. Provides recommendations and input to the CEO and directs senior staff on all matters involving the future structure and capabilities of the organization, including organizational and successional planning, leadership development, employee training and hiring.
2	15	Assesses and recommends improvements throughout the organization related to process efficiency, internal communication practices, team dynamics and data management. Leads performance management activities and plays a critical role in developing and carrying out company policies regarding the performance of work.
3	10	Compiles the required information related to the operating and capital budgets of the organization and provides the same to the Managing Director and Finance Director for approval. Works with the Managing Director to prepare the Management Operating Plan and assists in implementing the Corporation's annual objectives.
4	10	Coordinates the Corporation's public relations and marketing activities, including brand management, event planning, website development, social media practices and policies, and creation of all outward facing presentations and materials.
5	10	Functions as liaison between the organization and state and federal regulatory agencies, and municipal and congressional leaders. Represents the Corporation on state and regional committees and in statewide planning activities. Works directly with State and quasi-State agencies on various agreements and QDC projects.
6	10	Supervises senior management, including planning, engineering and information technology. Assists and provides guidance to all senior

		management in implementing major Park projects, communicating with existing Park tenants, and updating the Park's various planning and regulatory documents.
7	10	Functions as liaison between the organization and potential Park businesses, including, ensuring the efficient application of development processes. In collaboration with the Managing Director, negotiates the terms of real estate transactions. Serves as the first point of contact with the public and other entities interested in learning more about the Park, leasing opportunities, and site development.
8	10	Directly oversees significant projects of the Corporation. Identifies and coordinates application for infrastructure improvement grants to leverage QDC resources. In cooperation with the Finance Director, oversees and ensures compliance with grant awards and grant documentation. Coordinates the work of the organization's legal counsel.
	100%	

**Section 3: Budget Responsibility:**

Dollar Amount of Budget: \$5K to \$5M

Revenues that are dependent upon the successful performance of the department:

All leasing revenues and grant funds

**Section 4: Scope of People Management:**

Does this position manage employees?  Yes  No

How many? 4

Does this position manage other managers?  Yes  No

How many? 2

**Section 5: Organizational Impact:**

Inability to successfully perform these responsibilities could result in inefficient operations and/or improper use or continued vacancy of developable land, which could have a negative impact to QDC's operating budget or long-term viability and financial security. Unprofessional communication and/or demeanor, lack of knowledge of subject matter, inappropriate handling of confidential information, and improper or inefficient management of review processes and other projects could significantly impact the Park's reputation and success. Alternatively, strong communication skills, outstanding customer service, and strong organizational skills, ability to simultaneously manage multiple competing interests, and implementation of consolidated, organized digital management systems and data will have a strong positive impact on the Park's operations and reputation.

**Section 6: Experience:**

Type of Experience	Number of years Required	Number of years Preferred
Practices and principles of management, public administration, real estate development and regulatory administration, with specific experience in strategic planning and business analytics	15	20

Progressively responsible positions with direct experience in process, organizational, and financial management, public administration, land use planning, grant administration, contract management	10	15
Manager-level experience supervising multi-disciplinary staff	10	15

**Section 7: Qualifications/Skills:** Include the skills, licenses, certifications in which the employee must be proficient.

<b>Qualification:</b>	<b>Required</b>	<b>Preferred</b>
Working knowledge of the practices and principles of business management and leadership, real estate management, and data management.	YES	
Proven ability to communicate professionally and effectively through written, visual and oral mediums to a wide variety of audiences, in public and other multi-disciplinary meetings, over the phone, in one-on-one interactions and other situations.	YES	
Proven ability to interact and present information in a professional, clear and concise manner, often in public settings, with the public, developers, state and local elected officials and other governmental agencies.	YES	
Proven leadership ability, ability to apply reasoning and logic to complex problems, ability to present information in a professional, clear and concise manner (often in a public setting), and ability to maintain a professional demeanor in all situations.	YES	
Proven ability to plan, organize and manage multiple projects simultaneously and to adapt workload to changing organizational priorities.	YES	
Proficiency with computer software used in an office environment, and software used for project management, data management and reporting, analysis, presentations, etc.	Microsoft Office Suite	Adobe Creative Cloud, CAD, GIS
Skilled in creating policy, procedure documents and training to support development.	YES	
Ability to work in all weather conditions.	YES	

**Section 8: Education::** Include educational level necessary to do the job.

<b>Education:</b>	<b>Required</b>	<b>Preferred</b>
Bachelor's Degree in business management, public administration, planning, engineering or related field	YES	

Master's Degree in management, public administration, planning, engineering or a related field		YES
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**(OPTIONAL) Section 9: Competencies:**

<b>Competency</b>	<b>Definition</b>
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coaches others to routinely anticipate and prevent avoidable problems; coaches others on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short- and long-term impacts of decisions; plans for how the consequences of decisions affect the team; coaches others to make effective decisions; holds others accountable for making sound decisions; makes and acts on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coaches others in effective communication and listening skills; helps others present their message effectively; initiates difficult or uncomfortable communications with others rather than avoiding them; encourages and facilitates candid and open communication within the team.
Relationship Building	Ability to create a business climate that reinforces the need to build and maintain strong working relationships; helps team members learn the interpersonal skills needed to work effectively with others; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarifies vision, mission, values, and long-term goals for others; thinks beyond the day to day to take a longer-term view of the business; coordinates cross-functional activities to assure strategic alignment with organizational objectives; anticipates and plans for future business developments.

**Section 10: Physical requirements:**

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.



Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.

**Quonset Development Corporation  
Job Profile**

Position Title:	Finance Director	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Finance		
Grade:	13	FLSA Status:	Exempt

**Section 1: Position Summary:**

The Finance Director is accountable for the accounting operations of the QDC, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results and ensure that reported results comply with generally accepted accounting principles. In this capacity, the incumbent maintains custody of QDC corporate funds and securities, keeps full and accurate accounts of receipts and disbursements in books belonging to the corporation and deposits all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the directors. . She/he directs other managers and staff, including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance and scheduling. Has access to corporate-wide confidential information including bid proposals, pending lawsuits, corporate personnel records and corporate financial information.

**Section 2: Essential Responsibilities:**

	%	Responsibility
1	10	Manage the receipt and disbursement of the corporation's funds and securities. In this capacity, manages all Corporation assets, and overall responsibility interacting with banks and other financial institutions.
2	10	Manage a system of internal accounting and administrative controls, including but not limited to distribution of duties, ensuring that GAAP accounting procedures are always and specifically adhered to.
3	10	Provide financial management and analysis for accounting, cash flows, leasing, forecasting, budgeting, and property management.
4	10	Develop and/or evaluate all significant estimates, assumptions, and assertions included in the financial statements; prepare required fiscal year end reports and financial statements and interface with auditors.
5	5	Prepare annual operating and capital budgets, annual cash flow projections and present to the QDC Board of Directors, the Audit Finance Committee and various legislative oversight committees. In this capacity, prepares and makes presentations providing accurate and up to date information and provide accurate and knowledgeable explanations on questions.
6	15	Produce monthly financial statements including comparisons to and analysis of variances between budget and actual.
7	10	Provide direction on all billings to tenant/lessees, ensure all terms of the lease are fulfilled, and respond to tenant/lessee concerns and inquiries.
8	10	Provide direction and advice to Finance employees including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
9	5	Manage all HR functions for the Corporation.

10	5	Monitor compliance with applicable state and federal fiscal statutes and regulations.
11	5	Approve the accounting for land and fixed assets details including acquisitions, construction, capital improvements, sales and abandonments, etc.
12	5	Prepare and present reports to the Board of Directors of QDC including the Audit-Finance Committee.
	100%	

**Section 3: Budget Responsibility:**

Dollar Amount of Budget: \$12MM  
Revenues that are dependent upon the successful performance of the department: \$12MM

**Section 4: Scope of People Management:**

Does this position manage employees?  Yes  No  
How many? 4  
Does this position manage other managers?  Yes  No  
How many?           
Total number of employees under managers purview including other managers: 4

**Section 5: Organizational Impact:**

Corporation could be in default of Federal, State, and local mandated requirements.  
Negative financial situations would result in reputational, operational and financial impact on the park.

**Section 6: Experience:**

Type of Experience	Number of years Required	Number of years Preferred
Progressive responsible experience in accounting and financial services	10	
People management experience including but not limited to hiring, performance management, employee development, succession planning, compensation, training, coaching and disciplinary action as they relate to department management and HR policies and procedures	10	

**Section 7: Qualifications/Skills:**

Qualification:	Number of years Required	Number of years Preferred
Excellent computer skills, particularly software programs like Great Plains, Dynamics, Microsoft Office Suite	10	
CPA		YES
<b>Skills:</b>		YES
Proven ability to interact and present information in a clear and concise manner often in public settings		YES
Working knowledge of development of comprehensive reports and proposals and ability to present to a diverse audience		YES
Proven ability to adhere to current accounting regulations		YES

Proven ability to plan, organize and manage multiple projects simultaneously and to adapt workload to changing corporate priorities	YES
Proven ability to communicate professionally through writing, phone conversations, and oral presentations to a wide variety of audiences and stakeholders.	YES
Proficiency with computer applications particularly presentation software, spreadsheets, and database applications, Microsoft office suite	YES

**Section 8: Education:**

Education:	Required	Preferred
BS in Business Administration or similar, related field	X	
Masters Degree in Administration		X

**(OPTIONAL) Section 9: Competencies:**

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

**Section 10: Physical requirements:**

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.

Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.

**Quonset Development Corporation  
Job Profile**

Position Title:	Port Director	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Port		
Grade:	10	FLSA Status:	Exempt

**Section 1: Position Summary:**

The Port Director leads and advises on all aspects of the of the QDC Port Department and is the principal point of contact between the Port of Davisville and port customers, tenants, and government agencies. She/he directs other managers and staff, including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling. The Incumbent manages new business development for the Port; in this capacity she/he performs research, provides data, conducts business analysis et al. Due to the nature of this position, the incumbent may be called upon 24/7.

**Section 2: Essential Responsibilities:**

	%	Responsibility
1	40	Directs all Port Department activities and collaborates with other QDC directors/managers to ensure that operations of the port are efficient, smooth, safe and in compliance with all regulatory agencies. In this capacity, the incumbent provides direction to port staff including the Port Manager, Piermasters, and contract security personnel, ensuring that port cargo operations are in compliance with Tariff rules and regulations.
2	25	Directs efforts for Port of Davisville business development, including marketing, advertising, market research and data analysis. To this end, the incumbent represents the Port of Davisville and QDC at industry and regulatory conferences and meetings, and membership organizations including, but not limited to, the American Association of Port Authorities, the North Atlantic Ports Association, Coalition for New England Companies for Trade, RI Freight Advisory Committee, the Propeller Club of Narragansett Bay, the University of Rhode Island Supply Chain Management Advisory Council, and Rhode Island World Trade Day.
3	15	Collaborates with other QDC departments on maintenance and construction projects within the port ensuring that conflicts between port operations and the project is assessed, minimized and resolved.
4	10	Provides direction and advice to Port Manager on matters concerning the Port staff (and contractors) including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
5	5	Interacts with Port customers and tenants to ensure the port is operating equitably, efficiently, and safely.
6	5	May actively serve on the QDC Technology Council, and in lieu of a CTO and may provide opinions and limited direction about technology systems, including but not limited to QDC programs, surveillance devices, telephony to ensure all office systems, databases, networks and security equipment are up to date and working in compliance with regulatory agencies (where appropriate) and coordinates with other QDC departments and vendors to direct and manager technology projects.
	100%	

**Section 3: Budget Responsibility:**

Dollar Amount of Budget: \$ \_\_\_\_\_  
Revenues that are dependent upon the successful performance of the department:  
\$3.4 Million

**Section 4: Scope of People Management:** Provide information about the people you manage/supervise:

Does this position manage employees?  Yes  No  
How many? 1  
Does this position manage other managers?  Yes  No  
How many? 2  
Total number of employees/contractors under manager’s purview including other managers:  
3 and up to 11 (8 contractors)  
Is this position responsible for hiring, training/development, performance management, and recommendation for termination of employees?  Yes  No

**Section 5: Organizational Impact:**

Sub-standard performance in this position would result in an unsafe and inefficient port operation. This would negatively impact QDC in that if the port were not run efficiently and safely shipping lines and import/export concerns may choose to take their business to a different port of call in order to avoid injuries to personnel and delays to an otherwise streamlined and efficient system. Additionally, if the port is not run within the required rules and regulations, the operation could be terminated by the USCG for failure to comply with established standards and regulations. Based on economic impact studies, the port generates \$317 million in annual business output for Rhode Island, supports 1,500 direct, indirect, and induced jobs, and \$93million in household income. The port generates \$1.2 million is revenue for the QDC in dockage and wharf fees. The Port tenants who rely on the safe and efficient Port operation pay an additional \$2.2 million in lease payments annually.

**Section 6: Experience:**

Type of Experience	Years Required
Hands on Port Operations management experience, including market research analysis to support grant proposal funding for a comparable trade center with waterfront facilities	7 (10 years preferred)

**Section 7: Qualifications/Skills:**

Qualification:	Years Required
Possesses a current and valid Transportation Workers Identification Credential (TWIC) and has a working understanding and know how to apply all regulations in a Port Environment	Required
Facility Security Officer (FSO) accreditation – conferred by the US Coast Guard after the successful completion of security training courses (approved by the USCG and US Maritime Administration)	Preferred but will train
Knowledge of the Maritime Transportation Security Act	Required

<b>Skills:</b>	
Proven ability to interact and present information in a clear and concise manner often in public settings	Required
Working knowledge of development of comprehensive reports and proposals and ability to present to a diverse audience	Required
Proven ability to conduct independent research and to analyze and interpret results	Required
Proven ability to plan, organize and manage multiple projects simultaneously and to adapt workload to changing corporate priorities	Required
Proven ability to communicate professionally through writing, phone conversations, and oral presentations to a wide variety of audiences and stakeholders.	Required
Proficiency with microcomputer applications particularly presentation software, spreadsheets, and database applications, Microsoft office suite	Required
Skilled in creating policy, procedure documents and training to support Port operations	Required
Ability to work in all weather conditions.	Required

**Section 8: Education:**

<b>Education:</b>	Required	Preferred
Bachelor's degree in maritime and/or port security	x	
Masters in marine transportation and/or business administration		X

**(OPTIONAL) Section 9: Competencies:**

<b>Competency</b>	<b>Definition</b>
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of



	internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

**Section 10: Physical requirements:**

Physical plant	The incumbent is required to work outside in all weather conditions, and may be called to report to work at any time, 24 hours a day, and 7 days a week in an emergency.
General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.
Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.

**Quonset Development Corporation  
Job Profile**

Position Title:	Director, Public Works	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Public Works		
Grade:	11	FLSA Status:	Exempt

**Section 1: Position Summary:**

Incumbent in the position performs complex administrative, supervisory, professional and technical work in planning, organizing, and directing the staff and associated program of work of the Operations Department including, Maintenance, Water, & Wastewater sections. Oversees all infrastructure associated with Ports, Quonset Business Park Roads, Ladd School Water System and other facilities under the purview of the Corporation. Assumes responsibility of the division during the absence of the Managing Director.

**Section 2: Essential Responsibilities:**

	%	Responsibility
1	20%	Plans, directs and administers all aspects of the Operations Department including department goals and objectives, policies and procedures, preparation of operating and capital budgets, and project oversight.
2	20%	Represents the QDC at public forums seeking support for QDC program initiatives and responding to public inquiries
3	15%	Prepares reports and conducts research and analysis of issues or projects as required; makes presentations as required to the QDC Board.
4	15%	Reviews RFP's and RFQ's for engineering and construction projects in Quonset Business Park.
5	10%	Serves as a liaison to residents at Quonset Business Park sites and local towns, on park wide operational issues including but not limited to park wide signage, road maintenance, snow removal, storm water management, public drinking water, wastewater and grounds maintenance.
6	10%	Serves as the Emergency Response Coordinator and represents the QDC on various committees as warranted.
7	10%	Provides direction and advice to staff on matters concerning the Public Works Department including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
	100%	

**Section 3: Budget Responsibility:**

Dollar Amount of Budget: \$4,000,000  
 Revenues that are dependent upon the successful performance of the department:  
 \$10,000,000

**Section 4: Scope of People Management:**

Does this position manage employees? X Yes
How many? 5
Does this position manage other managers? X Yes
How many? 4
Total number of employees under managers purview including other mangers: 23

**Section 5: Organizational Impact:**

Errors in administrative decisions could result in delays or lower standards of service, substandard construction of buildings and/or maintenance of property and also errors in judgment could consequent dangers to public safety and injury to personnel, and have legal and/or financial repercussions and negative public relations for the Corporation.
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**Section 6: Experience:**

Type of Experience	Required Years	Preferred Years
Progressively responsible positions managing multi-faceted public works facility including working knowledge and utilities management, (production and distribution of water, wastewater, property management, public works, port operations, public safety and budgeting).	10 Years	
Progressively responsible people management positions.	10 Years	

**Section 7: Qualifications/Skills:**

Qualification:	Required Years	Preferred Years
Comprehensive technical and practical knowledge of methods, materials and equipment used in maintenance practices and procedures	10 Years	
Proven ability to interact and present information in a clear and concise manner often in public settings	10 Years	
Proven ability to establish and maintain effective and harmonious working relationships with local officials, tenants, employees and the general public.	10 Years	
Proven ability to plan, assign and direct the work of employees engaged in a variety of public works construction and maintenance operations.	10 Years	
Current and valid Rhode Island driver's license.	YES	

**Section 8: Education:**

Education:	Required	Preferred
Bachelor of Science Degree in Business Administration, Civil Engineering or equivalent		

**(OPTIONAL) Section 9: Competencies:**

<b>Competency</b>	<b>Definition</b>
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.

**Section 10: Physical requirements:**

General	<p>Incumbent may be required to work outside regularly scheduled business hours.</p> <p>The incumbent works in an office setting which is moderately noisy on an intermittent basis, with exposure to outdoor conditions at all times of the year up to one-third of the time. Risk of personal injury is low, except when performing the field aspects of the work which involve visits to construction sites and facilities where construction is underway or planned and large equipment and complex facilities may be involved and require detailed inspection by the incumbent.</p> <p>Work performed is varied and is carried out both indoors and outdoors and is subject to moderate noise. Up to one-third of</p>
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	<p>the work is performed outdoors.</p> <p>Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls. Safety hazards are present at work sites and must be avoided. Must be able to access all areas of a construction site.</p>
Sight and Hearing	<p>Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally. No specific vision requirements.</p>
Lifting	<p>Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.</p>
Repetitive movements	<p>Position requires the ability to operate a computer keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures</p>