



# Bock Consulting

## Job Analysis

Job Title	<u>Sr. Real Estate Manger</u>	Worker	_____
DOT Number(s)	<u>186.167-046</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-3000</u>
Employer Contact	<u>Sanders Mayo</u>	Date of Analysis	<u>May 7, 2019</u>

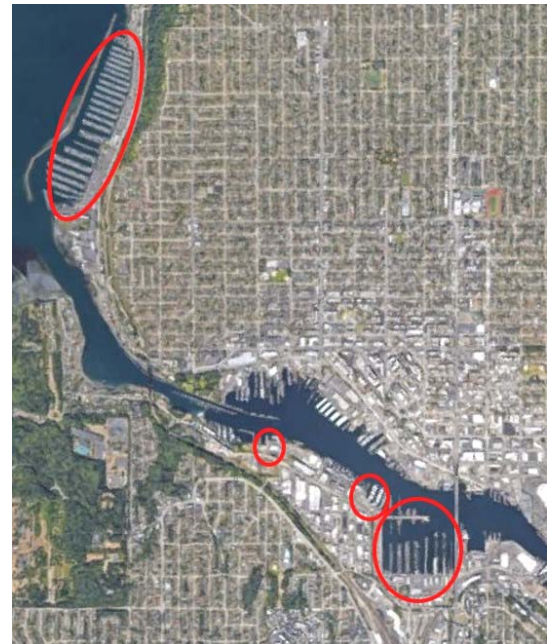
- Job of Injury   
 Transferable Skills Job   
 New Job   
 40 Hours Per Week   
 5 Days Per Week

### Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Maritime Division, and 3) Economic Development Division.

This job analysis is for the Sr. Real Estate Manager assigned to manage the real estate assets at Fishermen’s Terminal, Shilshole Marina, Maritime Industrial Center, and Salmon Bay Marina. The primary responsibility of the Sr. Real Estate Manager is to oversee all financial and operational aspects of the assigned properties. These specific properties generate annual revenues exceeding \$12 million from approximately 100 tenants. The Sr. Real Estate Manager works for the Economic Development Division.



### Work Schedule

The Sr. Real Estate Manager generally works from an office located at Fishermen’s Terminal, Monday through Friday, during regular business hours (8:00 a.m. to 5:00 p.m.). In addition, the Sr. Real Estate Manager is on call to act as a liaison between the tenants and Port maintenance when issues/emergencies need to be addressed after hours.

### Tasks Assigned to the Sr. Real Estate Manager

- Retain existing tenants by nurturing existing relationships through regular face to face communications. Respond in a timely manner to tenants’ requests for assistance, information and maintenance.
- Tour and inspect assigned properties to identify any issues that need to be addressed (will include all



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areas of the properties, including buildings' roofs and mechanical rooms). Take care of small issues immediately (i.e., pick up trash), or identify issues that need to be addressed by Maintenance personnel (i.e., adjusting thermostat in a building common area, repainting a wall, or fixing a leaking faucet in a restroom).

- Market vacant space, attract potential tenants, and show space to potential tenants.
- Negotiate leases with existing and new tenants at market rates to maximize revenues and occupancy.
- Prepare lease agreements and other documentation.
- Prepare detailed financial reports to present to Port management in support of negotiated leases/transactions for review.
- Present negotiated deals to Port legal counsel for review. Collaborate with counsel to ensure that leases, licenses, and other agreements with tenants, and correspondence to tenants, are accurate and meet Port standards, and current laws and regulations.
- Ensure tenant compliance with lease provisions, such as use of premises, environmental issues, and parking restrictions.
- Property maintenance.
  - Act as main point of contact with tenants for all maintenance issues.
  - Create or work with the Facilities Coordinator to create work orders for all non-preventative maintenance work.
  - Coordinate maintenance/repair work with Facilities Coordinator and Marine Maintenance Site Representative to ensure work is performed in a timely, cost effective, and professional manner.
  - Collaborate with the Site Representative regarding procurement of vendors, vendor negotiations, and vendor oversight as needed.
  - Interpret lease provisions regarding financial responsibility for maintenance items. Address and arbitrate disputes as needed.







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- Develop and manage annual maintenance budgets for assigned properties. Track and report variances throughout the year.
- Meet regularly with Facilities Coordinator (s) to track maintenance work.
- Meet regularly with Marine Maintenance Site Representative to identify and address maintenance/repair/safety issues at assigned properties.
- Manage, control and reduce property expenses by passing on operating expenses to tenants, managing maintenance expenses, developing cost reduction/containment strategies, and overseeing tenant improvement projects.
- Supervise individual(s) in the Property Manager I position. Administer salary, set performance expectations, and train and support career advancement goals. Perform periodic assessments in accordance with the Port's policies and standards.
- Develop and manage annual operating annual operating budgets, plus the ten-year operating forecasts for each assigned property. Develop and manage annual capital budgets, as well as 10-year property forecasts for each assigned property. Develop cost benefit analysis for expenditures as requested.
- Analyze and evaluate property appraisals and consulting reports. Recommend changes in property use to management that may produce a higher overall returns.
- Collaborate with the Maritime Division representatives regarding properties that are managed by both the Economic Development Division and the Maritime Division. Meet regularly with Maritime Leadership Team.





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Meet quarterly for quarterly reporting and annually for Business Planning.

- Attend regular stakeholder meetings and construction meetings in connection with capital projects. Participate in 30%, 60% and 90% design reviews, and provide input on specifications. Work with Construction Management and Project Management to mitigate impacts to tenants. Act as sole point of contact for all tenant communications and notifications related to capital projects.
- Provide data from real estate agreements to lease support staff for tracking and tenant billing purposes. Work with Lease Specialists to ensure that all surety/insurance requirements for all leases are monitored and maintained. Contact tenants when updated documentation is needed.
- Collaborate with Accounts Receivable Manager to ensure all rents are current, bad debt is minimized, and tenant billing disputes are resolved. Create and administer appropriate collection strategies, including but not limited to, forbearance plans, commencing unlawful detainer proceedings, and evicting tenants as needed.
- Attend regular meeting with the Director of Portfolio & Asset Management, and report on pertinent issues regarding assigned properties.
- Participate in regular Portfolio Management meetings and work closely with team to streamline work processes and recommend changes in policies and procedures.
- Represent the Port at events in the community, or at events at assigned properties. Participate in event planning committees, and help set up events, as needed.
- Other tasks as assigned.





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Knowledge, Skills and Abilities Needed

- Knowledge of real estate management, real estate law, lease provisions, tax laws, and Port real estate policies and procedures.
- Knowledge of and ability to interpret legal documents, such as leases, certificates of insurance, additional insured endorsement, letters of credit, and surety bonds.
- Knowledge of budget preparation processes (both operating and capital budgets). Knowledge of finance/accounting terminology.
- Knowledge of seaport terminal, industrial, and commercial leasing practices, appraisals, and terminal operations.
- Current market knowledge related to building trends, lease rates, tenant improvement allowances, broker commissions, and leasing trends.
- Working knowledge of critical building operating systems, including, but not limited to HVAC, elevators, roof, electrical, fire, and plumbing systems.
- Proficiency in Windows-based computers, Microsoft Office applications (Word, Excel, and Outlook), project management software, budgeting software, and property management software.
- Excellent oral and written communications skills, and negotiating and financial analysis skills.
- Supervisory and leadership skills, including coaching and mentoring, plus the ability to measure and evaluate the performance of assigned personnel.
- Ability to solve problems and make decisions based on common sense and sound business practices.
- Ability to focus on detail, accuracy, and thoroughness, while possessing ability to consider the larger picture of events and impacts.
- Capability to accept responsibilities and accomplish objectives.
- Ability to analyze data, and interpret and analyze variances.
- Ability to work independently with little supervision.
- Flexibility to adapt to changing priorities and work on multiple tasks simultaneously in a high paced, deadline driven environment.

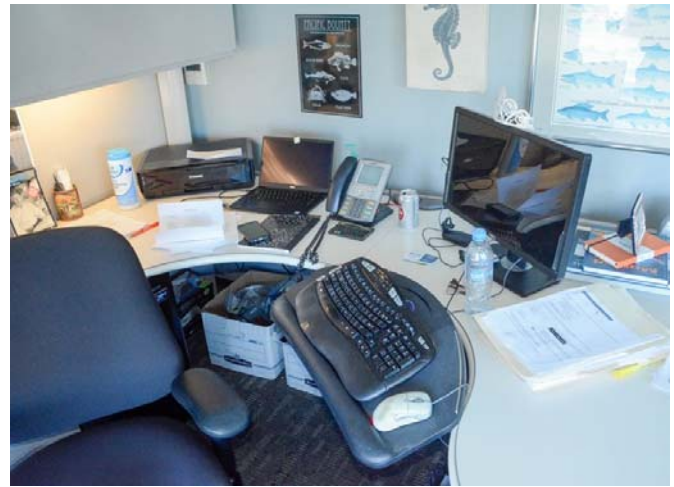




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Machinery, Tools, Equipment, Personal Protective Equipment:

- Windows-based computers and related accessories. Various computer software, such as Microsoft Office applications, project management software (Maximo), budgeting software, and property management software.
- Telephone and smart phone/mobile device.
- General office supplies, including pens and pencils, file folders, binders, staplers, document organizers, holepunch, and boxes.
- General office equipment, such as desks, chairs, file cabinets, shelving units, printers, copiers, facsimile machines, and other equipment.
- Vehicle (personal).



When conducting a site visit to a construction project, the Sr. Real Estate Manager will wear a hard hat, safety glasses, and safety vest. Hearing protection is worn as necessary.

If walking alone on a dock or within 6 feet of an edge near or over the water, worker must wear personal floatation device (“PFD”).

Education / Training:

Minimum Qualifications:

- Four-year college degree in business, real estate, or equivalent field, and/or a CPM, MCR or RPA designation from a real estate association, or a Washington state real estate broker’s license.
- Five to seven years of experience in commercial real estate, including leasing and property management.

Preferred Qualifications:

- MBA or equivalent graduate degree.
- Ten years of experience in the management, acquisition, sale and leasing of real property assets in a marine environment.
- Experience with mentoring and training.

Per the Dictionary of Occupational Titles (DOT): 186.167-046 Manager, Property  
Specific Vocational Preparation (SVP): 8 (From four to ten years).



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**COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS**

Frequency Definitions:	
<b>Continuously</b> = Occurs 66-100% of the time.	<b>Occasionally</b> = Occurs 1-33% of the time
<b>Frequently</b> = Occurs 33-66% of the time.	<b>Rarely</b> = May occur less than 1% of the time.
<b>Never</b> = Does not ever occur.	
<b>Comprehension</b>	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Continuously
Understanding and solving problems involving math and using the results.	Frequently
Using technology/instruments/tools & information systems.	Continuously
Working with two and three-dimensional formats.	Occasionally
<b>Remembering</b>	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Occasionally
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
<b>Learning &amp; Processing</b>	
Effectively learning and mastering information from classroom training.	Occasionally
Effectively learning and mastering information from on-the-job training.	Continuously
Learning from past directions, observations, and/or mistakes.	Continuously
Using common sense in routine decision making.	Continuously
Recognizing and anticipating potential hazards and taking precautions.	Continuously
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Frequently
Determining and following precise sequences.	Frequently
Coordinating and compiling data and information.	Frequently
Analyzing, synthesizing data and information.	Continuously
<b>Tasking and Planning</b>	
Performing repetitive or short-cycle work.	Rarely
Working under specific instructions.	Frequently
Completing complex tasks.	Frequently
Directing, controlling, or planning for others as necessary for basic tasks.	Occasionally
Directing, controlling, or planning for others as necessary for complex tasks.	Occasionally
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Continuously



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<b>Use Appropriate Behavior for Professional Work Environment</b>	
Receiving criticism and accepting limits appropriately.	Continuously
Maintaining emotional control and organization under increased stress.	Continuously
Maintaining socially appropriate affect, temperament, and behavior.	Continuously
Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously
Working independently and/or unsupervised.	Continuously
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations.	Occasionally

Frequency Designations: <b>Required Beneficial Not Necessary</b>	
<b>Maintaining Attendance and An Assigned Work Schedule</b>	
Maintaining predictable and reliable attendance each work shift.	Required
Being punctual.	Required
Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Beneficial
Adjusting to a flexible schedule of work days and or shifts.	Beneficial





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**PHYSICAL DEMANDS**

**N/A:** Not Applicable

**S:** Seldom (1-10% of the time)

**O:** Occasional (10-30% of the time)

**STRENGTH:**  Sedentary  Light

Frequency

**F:** Frequent (30%-70% of the time)

**C:** Constant (Over 70% of the time)

**WNL:** Within Normal Limits (talking, hearing, etc.)

Medium  Heavy  Very Heavy

Comments

Sitting	<b>F</b>	Working at desk, talking on the phone, and participating in meetings. Driving to deliver documents to Pier 69, participate in off-site meetings and trainings, and visit the various properties under management. Note: It was estimated that 50% of the day is spent in the office.
Standing	<b>O</b>	Talking with tenants, potential tenants, co-workers, and other individuals. Showing space for lease. Conducting inspections of properties. Gathering items from shelves over desk, picking up printouts, making copies, sending faxes, reloading paper in printer/copier, gathering office supplies, and disconnecting laptop computer to take to a meeting. Assisting with setting up events.
Walking	<b>F</b>	Walking with tenants, prospective tenants, co-workers, and other individuals. Showing space for lease. Touring properties to conduct inspections. Walking to visit co-worker's work areas, or to meetings. Walking to/from vehicle to drive to off-site meetings, or between properties. Touring project sites. Walking may be over carpet, tile, concrete, asphalt, dirt/mud, or wet and slippery surfaces.
Lifting (up to 5 pounds)	<b>F</b>	"For Lease" signs, individual documents, multiple documents, folders of documents, ream of paper (5 lbs.), office supplies, and laptop computer.
Lifting (5 to 10 pounds)	<b>S</b>	Large stack of documents, binders of documents (up to 8 lbs.), laptop and computer case (up to 8 lbs.), and 2 reams of paper (10 lb.)
Lifting (10 to 25 pounds)	<b>N/A-S</b>	Potentially if lifting a box of documents/folders for storage (up to 25 lbs.), or helping set up events (i.e., tables, chairs, glasses, mugs, etc.).
Carrying (up to 5 pounds)	<b>F</b>	"For Lease" signs, individual documents, multiple documents, folders of documents, ream of paper (5 lbs.), office supplies, and laptop computer.
Carrying (5 to 10 pounds)	<b>S</b>	Large stack of documents, binders of documents (up to 8 lbs.), laptop and computer case (up to 8 lbs.), and 2 reams of paper (10 lb.)
Carrying (10 to 25 pounds)	<b>N/A-S</b>	Potentially if carrying a box of documents/folders for storage (up to 25 lbs.), or helping set up events (i.e., tables, chairs, glasses, mugs, etc.).
Pushing/Pulling (up to 10 pounds)	<b>S</b>	Opening/closing external and interior doors in buildings, and doors on vehicles. Opening/closing drawers and covers on shelves in office, and reloading paper in printer/copier.
Reaching (floor to waist)	<b>S</b>	Picking up/gathering items from the ground or at heights below waist level, and retrieving an item under desk.



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Reaching (waist to shoulder)	F	Putting up “For Lease” and other signs, pointing to locations or objects, answering office telephone, shaking hands with tenants and potential tenants, opening/closing external and interior doors in buildings, and doors on vehicles, taking pictures, using computer mouse, driving, opening/closing drawers and covers on shelves in office, picking up printouts, making copies, sending faxes, reloading paper in printer/copier, gathering office supplies, and disconnecting laptop computer to take to a meeting. Helping set up events.
Reaching (over shoulder)	S	Putting up “For Lease” and other signs, pointing to locations or objects, opening/closing covers on shelves in office while sitting, pulling items from or placing items on shelves in office while sitting, and reaching items stored above shoulder level.
Climbing Stairs/Ladders	S	Elevators are available in some buildings. Other buildings do not have elevators; therefore, stairs are required to reach the upper floors of the buildings. Stairs are used to reach co-worker’s offices in the Fishermen’s Terminal office. Stairs may also be encountered when attending off-site meetings, or when conducting project site visits. Rarely, ladders may be used when conducting inspections.
Work at Heights/Balancing	N/A-S	Potentially while conducting inspections of roofs or other elevated areas, walking up and down stairs, and when walking near the water at the various properties. Note: If walking alone on a dock or within 6 feet of an edge near or over the water, worker must wear personal floatation device (“PFD”).
Bending Neck	C	Within normal limits.
Bending at Waist	O	Opening/closing external and interior doors in buildings. Picking up printouts, making copies, sending faxes, reaching for items on desk, filing or retrieving items in drawers below waist level, gathering items stored below waist level, disconnecting laptop computer to take to a meeting. Opening/closing doors on vehicle and driving vehicle. Helping set up events.
Twisting at Waist	S	Talking to other individuals, showing space for lease, and pointing to locations or objects. Reaching for items on desk, picking up printouts or copies, and driving vehicle. Note: Twisting can be mitigated by worker moving feet while working.
Crouching/Kneeling	N/A-S	Potentially if picking up items from the ground, retrieving an item under desk, or gathering items below waist level.
Stooping	N/A-S	Potentially when conducting property inspections or looking in windows of space for lease.
Driving	N/A-O	Driving to off-site meetings and trainings, and between properties.
Foot Controls	N/A-O	When driving.
Handling/Grasping	F	70 % Pinch Grasp 30 % Whole Hand Grasp
Fine Finger Manipulation	F	Writing, handling paperwork/documents, using computer mouse, mobile device, camera, keys, and controls in vehicle, gathering office supplies, and dialing office telephone.
Keyboarding	F	Preparing and responding to emails, preparing lease agreements, financial reports, and other documents, entering data into computer system, and conducting research.



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Repetitive Motion	S	Potentially keyboarding when preparing lease agreements, financial reports, and other documents under a deadline.
Writing	S	Taking notes while on the phone or in meetings, and editing documents.
Talking	C	Talking with tenants, potential tenants, co-workers, and other individuals.
Hearing	C	Talking with tenants, potential tenants, co-workers, and other individuals. Listening for phone to ring, moving vehicles and other hazards while touring properties on foot, and while driving.
Seeing	C	Within normal limits, with or without correction.
Normal Job Site Hazards	C	Office: Limited while in the primary office space. Out of the office: Moving vehicles and other hazards while touring properties on foot, driving vehicle, other moving vehicles, pedestrians, and external weather conditions. Walking over uneven or wet/slippery surfaces. Exposure to noise, dust, and fumes. When conducting a site visit to a construction project, moving vehicles, moving machinery, sharp tools, falling objects, low overhead objects, electrical current, noise, dust, and fumes.
Expected Environmental Conditions	C	Worker is in a temperature controlled space when performing office work, visiting tenants, showing space for lease, or driving a vehicle. When conducting building inspections, the spaces visited may or may not be temperature controlled (therefore impacted by environmental temperatures). When outside or on top of a building, the worker will be exposed to external weather conditions, and could be exposed to noise, dust, and fumes.

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

Analysis was done on the job site?  Yes  No

Job Analysis Reviewed By: Rebecca Schwan and Sanders Mayo

Completed by Vocational Provider Brice York, B.A., CDMS

Date May 7, 2019 Signature of Vocational Provider \_\_\_\_\_



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**FOR PHYSICIAN'S/EVALUATOR'S USE ONLY**

- The injured worker can perform the physical activities described in the job analysis and can return to work on \_\_\_\_\_
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for \_\_\_\_\_ hours per day. The worker can be expected to progress to regular duties in \_\_\_\_\_ weeks/months.
- The injured worker can perform the described job, but only with the modifications/ restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
  - Temporary for \_\_\_\_\_ weeks \_\_\_\_\_ months
  - Permanent
- The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
  - Temporary for \_\_\_\_\_ weeks \_\_\_\_\_ months
  - Permanent

COMMENTS:

Date \_\_\_\_\_ Physician's/Evaluator's Signature \_\_\_\_\_

Physician's/Evaluator's Name Printed \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:**

**Port of Seattle Employee Health & Safety Department at (206) 787-3406**