

# Andrea D. Brinkley

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**I am a highly motivated leader who loves the challenge of solving problems. I listen, build relationships and connections and research to tailor the solution to the needs expressed. My interests are in urban centers, environment, and sustainability. I am driven to find innovative approaches, working collaboratively with staff, community leaders and the private sector to deliver public infrastructure, which sustains and improves quality of life.**

## **EXPERIENCE**

### **CITY OF BAYTOWN, Public Works & Engineering Department,**

**Assistant Director- Capital Improvement Program, October 2019 to present**

- Lead and build a new Capital Improvement division as part of the department, including staffing, consultant selection, design and construction.
- Hired and built staff team of 6 project managers, 2 project coordinators, a construction manager and 6 field inspections staff
- Developed and implement new policies and procedures to ensure consistent project delivery
- Develop and implement 5 Year CIP sized at \$225M to \$250 M for water/wastewater, transportation, facilities and parks, including local, state and federal funding
- Implement design, construction and public engagement of over 60 CIP projects to date.

### **CITY OF PEARLAND, Public Works Department,**

**Assistant Director, April 2017 to October 2019**

- Led the department budget process, for \$15M in general fund and \$55M in enterprise funds, over 13 cost centers.
- Development of financial, business processes and procedures, operational and recapitalization projects, division business plans.
- Training and development of staff related to agenda requests, budget operational updates, data collection and improved small project management
- Development of department Emergency Operations plan, Operations section support to Incident Management team
- Leadership and coaching of both Enterprise fund staff (water, wastewater, distribution and collections) and General fund (fleet, facilities, right of way management and streets/drainage).

### **CITY OF PEARLAND, Engineering and Capital Projects Department,**

**Project Manager, September 2006 to March 2017**

- Managed over \$350M value in design and construction of a variety of vertical and horizontal projects: roadway, bridge, parks, building facilities, detention and drainage, water and wastewater capital improvement and recapitalization.
- Managed the design and construction of the \$55M rehabilitation and expansion of the 6 MGD Reflection Bay Water Reclamation Facility which received ENR 2019 Award of Merit for Water/Environment Regional Projects
- Managed the Preliminary Engineering phase of the City's Surface Water Treatment Plant, including pilot testing, Owner's Representative, and 3 Design firms assigned to canal intake, plant, and transmission lines.

- Created the SOP for Construction project delivery, including project delivery methods, public communication plan and project controls.
- Managed state and federal funded transportation and water resource projects, including budget, contracts & agreements, reporting, and performance measures.
- Proficient in Project Management Software, project processes, cost estimating, project budgets, MS Project for schedule development.
- Skilled in team building, facilitation and conflict resolution.
- Awarded TPWA Project of the Year for \$38M Magnolia Road Expansion and In-House Project of the Year for Bella Vita Water Line;

**CITY OF WEST UNIVERSITY PLACE, Public Works Department, Project Coordinator /Interim City Planner, June 2005 to September 2006.**

- Managed Capital Improvement projects, including neighborhood street reconstruction, sidewalk projects: change orders, inspections and successful progress of construction and resolution of citizen concerns.
- Managed the process of a replacement contractor after a major contractor defaulted, including temporary measures, surety coordination, rebidding leading to successful project completion.
- Provided staff guidance on residential and commercial development and staff support to Planning and Zoning, Zoning Board of Adjustment.

**CITY OF GRAND RAPIDS, Engineering Department, Grand Rapids, Michigan. Administrative Analyst II, October 1999 to May 2005.**

- Selection of annual engineering professional services needs, including project scoping, selection of consultants, preparation of professional services agreements, Commission agenda requests and change orders for capital improvement projects.
- Facilitated team which prepared 18 annual grant applications, for state transportation improvement and grant funds.
- Facilitated cross departmental staff team, implemented Asset Management pavement preservation and maintenance program for the City's street system, and Citizen's Advisory panel, program now in effect.
- Conducted training on project management, contracts, change orders.
- Revised departmental construction bid process for Minority and Women Business Enterprise (MWBE) participation policy.
- Coordinated a job shadow/internship program for high school students, including program curriculum to engage future careers in public works.
- Represented the department at neighborhood stakeholder meetings during project design process seeking input and educating community on project scope.
- Coordinated a 15 member cross departmental staff team charged with process improvements to service delivery, solving problems related to infrastructure, public safety, nuisances to improve the quality of life.

**CITY OF GRAND RAPIDS, Public Works Services, Grand Rapids, Michigan. Administrative Staff to the Deputy City Manager, October 1998 - October 1999.**

- Prepared roadmap for implementation of city change management and process improvement initiatives: Cultural Transformation, Infrastructure & Services Taskforce, US-131 Highway Reconstruction Design Team

- Project Management activities that led to the renewal of City’s utility service contracts, presentation to 100 community leaders on area wide Water and Sewer service contracts, support to the Utility Advisory Board, and development of utility service area maps.
- MPO REGIS project coordinator implementing GIS within the PW Service Group, and GIS software training for 108 city employees.

**CERTIFICATION**

**Project Management Professional (PMP), #1016437.**  
Project Management Institute Houston, 2007 to present.

Local Government Project Procedures for TxDOT Local Let Program, 2020

FEMA ICS 200,700, 800

**EDUCATION**

**WESTERN MICHIGAN UNIVERSITY**, Kalamazoo, Michigan.  
Master of Public Administration, June 2004.  
Alpha Kappa Mu Honor Society (Omichron chapter)  
Phi Alpha Alpha Honor Society

**CALVIN UNIVERSITY**, Grand Rapids, Michigan.  
Bachelor of Arts in Geography, May 1997, Minor in Environmental Studies.

LEAD (Leading, Educating and Developing high performance organization)  
University of Virginia, Weldon Cooper Center for Public Service  
November 2017

**PROFESSIONAL AFFILIATIONS**

**American Public Works Association – Texas Chapter**  
Southeast Branch (Past President), 2006 to present  
State Chapter Education Chair, 2013 to present  
**Citation for Exemplary Service to Public Works, 2022**

**International City Management Association**, member since 2014.

**Texas City Management Association**, member since 2014.

**Project Management Institute**, Houston  
Member, 2007 to present

**REFERENCES**

References provided upon request