

POSITION DESCRIPTION



POSITION TITLE: Project Manager

UPDATED: September 2022

SUPERVISOR'S TITLE: Director of Operations

FLSA Status: Exempt

PURPOSE

The Project Manager oversees capital and in-house projects by administering, organizing, facilitating, and managing the construction process. This position prepares documents for upcoming project meetings and manages bid review, site visits, and contract writing, along with daily coordination of construction projects and personnel. This position also leads project stakeholders and external design professionals in the development and execution of capital projects and administers and manages capital budgets, capital controls, and project reporting in conjunction with Director of Operations and the approval of zoo senior leadership. This position also contributes to positive guest experiences and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶ Manages a diverse array of projects with both internal and external stakeholders, working collaboratively to dynamically set work priorities and timelines, balancing competing needs.
- ▶ Owns and champions assigned projects and provides effective leadership in project scope development design, scheduling, budget preparation, consultant selection, construction management, and project performance.
- ▶ Works collaboratively with professional consultants, designers, contractors, zoo staff, City of Fort Wayne, and stakeholders to implement planned capital improvement projects on time and on budget.
- ▶ Oversees personnel working on project; engineers, special consultants, and contractors, monitoring project implementation and compliance with zoo standards and safety practices.
- ▶ Supports Director of Operations in developing a long-term project plan that aligns work to zoo's strategic priorities and identifies resource needs to effectively manage body of work.
- ▶ Collaborates with zoo leadership to identify and prioritize annual CIP and infrastructure capital needs.
- ▶ Collaborates with zoo leadership to develop, prioritize, and validate comprehensive 5-year infrastructure improvement plans.
- ▶ Supports the zoo's capital financial planning efforts. Responsible for capital budget planning, major attraction development, and oversight of CIP and infrastructure project implementation.
- ▶ Ensures strict adherence to established project budgets, schedules, and zoo Capital Projects' Controls and Procedures.
- ▶ Maintains a photographic record of construction progress and as-built conditions, ensuring that accurate as-built drawings are maintained by contractors and delivered to the zoo at project completion.
- ▶ Completes initial research of new proposals or concepts initiated by the Board of Directors, Executive Director, and/or Senior Leadership.
- ▶ Manages the overall project development process from the initial stages of ideation through concept development and refinement. Coordinates with zoo leadership to establish and incorporate prioritized end user criteria.
- ▶ Collaborates with Senior Leadership to assign project management responsibilities as needed.
- ▶ Oversees and directs consultants throughout all phases of design development. Coordinates and leads project review meetings. Maintains schedules, complies with company design standards, and

- ensures alignment between desired scope and established budget.
- ▶▶ Collaborates with the Director of Finance and Director of Operations in the contractor selection and bidding processes. Oversees the development of comprehensive bid packages and contract documents.
- ▶▶ Collaborates with the Director of Animal Programs in all aspects of animal enclosure/exhibit development.
- ▶▶ Provides overall project management role through completion of projects as assigned. Maintains direct contact with all vendors and contractors to ensure excellent communication and work stays on schedule and on budget.
- ▶▶ Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- ▶▶ Assists with special projects and helps other zoo employees as needed.
- ▶▶ Actively contributes to positive guest experiences.

SUPERVISORY FUNCTIONS

- ▶▶ Works directly with and supervises Project Coordinator, successfully directing and managing the team.
- ▶▶ Assists in determining staffing needs; interviews, hires, and orients all staff; prepares and administers regular evaluations; conducts disciplinary and termination conferences.
- ▶▶ Responsible for the development of team members by providing consistent training, feedback, and coaching.
- ▶▶ Manages labor budgets by creating and maintaining team member weekly schedules.
- ▶▶ Creates and maintains team member daily work assignments.
- ▶▶ Provides support and supervision to staff.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Bachelor's degree in engineering, construction management, design, or other related discipline is required.
- ▶▶ Five years of experience in construction, engineering, project management, or related field is required.
- ▶▶ Working knowledge in various software packages including MS Word, MS Excel, MS Project, and Adobe Design Suite is required.
- ▶▶ Ability to be insured and operate zoo vehicles is required.
- ▶▶ Valid driver's license is required.
- ▶▶ Experience in SharePoint, Sketch-up, AutoCAD, REVIT, and other BIM software applications is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Basic understanding of mechanical, electrical, plumbing, HVAC systems, and construction practices.
- ▶▶ Knowledge of general commercial construction.
- ▶▶ Ability to read and interpret construction documents.
- ▶▶ Knowledge of sustainability best practices including LEED, energy star, City of Fort Wayne building code, and 'Green Design Standards' and motivated to keep up to date as best practices change.
- ▶▶ Action-oriented, entrepreneurial person who is a self-starter and can work independently, as well as in teams.
- ▶▶ Excellent innovational skills.
- ▶▶ Excellent oral and written communication skills. Must be able to explain construction documents for those not versed in reading/interpreting drawings and specifications.
- ▶▶ Position may require some domestic travel.

- » Ability to professionally and effectively communicate with others through written correspondence.
- » Ability to troubleshoot, analyze situations, and make sound business decisions.
- » Ability to make independent decisions and manage time effectively.
- » Knowledge of Microsoft Office software.
- » Strong organizational skills.
- » Ability to create and manage budgets.
- » Ability to make independent decisions and delegate responsibility and duties.
- » Knowledge of management practices to direct staff.
- » Ability to work a flexible schedule as needed.
- » Ability to handle confidential information.
- » Ability to understand and follow all safety regulations.
- » Ability to handle multiple tasks simultaneously.
- » Ability to arrive to work on time and maintain a positive attendance record.
- » Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.
- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills to establish and maintain effective working relationships with staff, volunteers, partners, and/or the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to negotiate a confined workspace while working with one or more coworkers.
- » Ability to read reports, receipts, and other statements.
- » Ability to properly lift and carry items up to 25 pounds.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Excellent speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous or venomous animals.
- » This position may include exposure to zoonotic diseases.
- » This position may include exposure to noxious native plants.
- » This position may include exposure to native biting insects and arthropods.