Key Pen Parks

5514 Key Peninsula Hwy NW

Lakebay, WA 98349

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Job Title: Parks Capital Improvement Manager

Direct Reports: None

Reports to: Executive Director

FLSA Status: Exempt

Classification: Full-Time

Salary Range: L, **Expected Hiring:** $7,921 to $8,403 monthly

Benefits: 100% employee health care/dental and 80% family coverage, 100% employee vision coverage, employer paid L&I and WA PFML, WA PERS, 11 paid holidays per year one which is floating, 8 hours paid sick time monthly, paid vacation based on length of service.

Summary: Under the general direction of the Executive Director, perform a variety of duties involved in the development and management of the district's real property; manage professional level planning, design, construction phase, and consultation activities and assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices; communicate with and provide technical information to management, consultants such as engineers or contractors, outside agencies, the general public and others regarding projects and activities. Projects include capital and small works projects.

Working Conditions and Physical Abilities:

- The office work environment is often quiet with minimal background noise.
- The office work environment is an active hub space with collaborative workstations where background noise from collaborative discussions, phone calls, impromptu meetings, and/or team activities are common.
- The work environment includes working individually and/or within team dynamics
- The work environment includes both indoor and outdoor conditions with exposure to fluctuating temperatures seasonally which can (routinely, frequently, occasionally) be hot, cold, humid, windy, and/or damp.
- The work environment includes both indoor and outdoor conditions with exposure to airborne particles such as dust, fumes, motor exhaust, cleaning solvents, chemicals, or wildfire smoke.
- The work environment is loud with running equipment and machinery.
- Employees are working in required Personal Protective Equipment (PPE).
- The work environment includes interactions with the general public, which can include hostile or disgruntled individuals.

- This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, writing, grasping, repetitive motions and the ability to work outdoors for extended periods of time, able to lift and carry 25 pounds.
- Ability to respond and react to an emergency in an effective manner.
- Must be able to work semi-independently.
- Must be able to work a flexible schedule to include non-standard workweeks, split shifts, evenings and/or holidays.

Essential Duties/Responsibilities:

- Coordinate the activities of multiple concurrent projects, at various stages of development and complexity, in the delivery of new, renovated and enhanced park facilities.
- In close collaboration with district staff, outside agencies and community representatives, assist in the development of projects scopes, budgets, communication plans and schedules for various planning and development projects.
- Coordinate the work of planning, design and engineering consultants including writing Request for Qualifications (RFQ's), Request for Proposals (RFP's), selecting consultants, negotiating contracts and supervising completion of the contracted work.
- Facilitate communication internally; Conduct research as needed to respond to public inquiry and in support of internal and external communications.
- Serve as a liaison with other District staff, agencies, and other interested parties to coordinate project and program area activities, which may include coordinating planning activities; organizing, participating in, and conducting meetings and presentations; and/or performing other related activities.
- Coordinate the activities of professional services, environmental, surveying and other specialized firms in the execution of park improvement projects; prepare related project scopes; coordinate the consultant selection process; negotiate and manage contracts; review and respond to reports and work products; evaluate the performance of consultants upon completion of work.
- Prepare and deliver reports and recommendations to Executive Director including written narrative, diagram and support graphics in a variety of presentation media.
- Perform construction-phase review to ensure conformance/performance of contractors with design, specification, and contract documents; administer and applying related contracts; negotiate schedules and schedule adjustments for design and construction; coordinate project close-out and budget reconciliation; prepare reports, correspondence, advertisements, and official documents regarding project status, progress, and payments; and/or performing other related activities.
- Ensure compliance with construction contractual requirements and conditions from design phase through warranty phase; initiate, negotiate, and process contracts; administer contract change orders and addenda.
- Authorize payments to contractors and consultants; verify accuracy of invoices and project accounting; implements and tracks Local and State grant budgets for projects.

- Preparation of environmental checklists; preparation and filing of permits with Local and State agencies; preparation of grants for Local and State agencies.
- Prepare sketch designs as required for various planning, design and construction solutions; provide hand-drawn or computer-generated graphics as appropriate to the scope, scale and detail required.
- Maintain current knowledge of Planning, Design, and Construction trends and techniques; assure compliance with limitations and parameters of new laws, rules and regulations related to these fields.
- Offer guidance to ensure protection and enhancement of critical areas and infrastructure.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Operate a motorized vehicle to travel to multiple locations to carry out essential duties. Adhere to all driving laws and safety rules.
- Perform related duties as assigned.

Knowledge of:

- Project management principles, methods, and practices.
- Facility organization, policies, and procedures.
- ADA rules and regulations for accessibility
- Design and development techniques for parks and recreation facilities.
- Construction standards and methods.
- Park and urban planning principles and practices.
- Applicable Federal, State, and Local laws and regulations.
- BARS Budgeting principles.
- Contract management principles and practices, including MRSC Small Works Roster.
- Project accounting principles, practices, and methods.

Qualifications:

- Must have a valid Washington State Driver's License with a driving record acceptable to Key Pen Parks.
- Medical/physical evaluation and drug test prior to employment at Key Pen Parks' expense.

- A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.
- Education equivalent to a Bachelor's Degree in landscape architecture, civil engineering, urban planning and design, parks and recreation management, project management or closely related field and three (3) years of increasingly responsible experience in the construction, planning, design, and permitting including at least two (2) years of successful construction project management. An additional four (4) years of related experience can substitute for the degree required.

Additional Requirements:

- Non-smoking and drug free workplace.
- Possess a valid WA State driver's license with an acceptable driving record.

Desired Licenses and Trainings (or ability to obtain after hire):

- Professional landscape architecture, architecture and/or project management license is highly desirable
- CPR/First Aid Training Certification
- Certified Playground Safety Inspector (CPSI)

Disclaimer: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Key Pen Parks is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, sex (including gender identity or sexual orientation), pregnancy, age, genetic information, veteran or military status, the presence of any sensory, mental, or physical disability, or other protected class.