**PARKS TEMPORARY PROJECT MANAGER**

**ESSENTIAL FUNCTIONS:**

* Coordinate, facilitate and plan all phases of project management from concept to construction for park and trail facilities.
* Coordinate and direct consultants (e.g. landscape architects, engineers, planners, architects, biologists, foresters, etc.) throughout the design and construction processes.
* Develop requests for qualifications, solicit quotations, bids, and develop contracts; provide management oversight of contracts to ensure compliance with state and federal laws, permits, and insurance requirements.
* Develop and monitor budgets and contract expenditures; prepare and process monthly progress payment requests for contractor completed work.
* Provide construction oversight for all phases and elements of a variety of projects to ensure contract specifications are met; supervise related department led project work. Lead volunteer groups.
* Ability to respond quickly to changing design and construction conditions with experienced design solutions.
* Prepare or oversee the preparation of sensitive and complex special studies, write reports and compile related information.

**SUPERVISION RECEIVED AND EXERCISED:**  The Project Manager reports to the Resource Stewardship Superintendent and/or senior Parks Capital Project Manager.

**WORK ENVIRONMENT:** The Project Manager works in an office environment on a daily basis and is expected to participate in field work in a variety of weather conditions. Travel to various worksites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions, normal office noise and inclement weather while performing field visits.

**PHYSICAL REQUIREMENTS**: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on varying work circumstances. Required physical activities include walking on uneven terrains, crawling, kneeling, bending, stooping, crouching, twisting and minimal lifting up to 20lbs; a combination of sitting and standing; reasoning and analyzing complex information; finger dexterity to operate equipment used in the position; and talking, hearing and seeing.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Ability to manage large and small projects on time, on budget.
* Ability to conceptualize the vision while paying attention to detail.
* In depth knowledge of site design principles for recreation amenities (landscape architecture, site layout and planning), site design products and methods.
* Knowledge of relevant policies, regulations, methods, and procedures with regard to procurement, contract processing.
* Knowledge of ADA and barrier free regulations and guidelines, park and trail design, and associated regulations such as playground design requirements
* Ability to read engineering, mechanical, electrical and architectural plans, drawings, and specifications.
* Ability to communicate with consultants and contractors, both verbally and in writing.
* Observe, inspect, and identify proper or improper procedures and ensure project specifications are fulfilled.
* Act as liaison with other departments, contractors, and regulatory agencies.
* Must be able to work independently and with a team
* Knowledge of graphic design skills for both project design and public communications, (CAD and Adobe suite of graphic programs)
* Ability to operate personal computers, peripheral equipment and job-related software.

**MINIMUM REQUIREMENTS TO APPLY:** A Bachelor's Degree in landscape architecture, architecture, construction management, civil engineering, or closely related field from an accredited college or university. A minimum of three years of increasingly responsible experience (5 years preferred) directly related to the position. Additional education or experience may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS:** A valid Washington State driver’s license may be required when travel is required of the position. Ability to pass a Washington State background check is also required.