



**CITY OF ASHEVILLE**  
invites applications for the position of:

## **Project Manager - Parks Development**

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**SALARY:** \$27.65 - \$33.18 Hourly

**OPENING DATE:** 10/01/17

**CLOSING DATE:** 10/31/17 05:00 PM

**JOB SUMMARY:**

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The City of Asheville is seeking a full-time motivated, experienced and passionate professional to manage a variety of capital projects, with a special emphasis on planning, development, and renovation of recreational facilities, parks, open space, trails, and greenways.

This is a professional position working independently and as a member of the Capital Projects Department to perform planning, design, contract administration and project management tasks as well as support the Department's and City's strategic and comprehensive planning efforts. We are looking for a creative problem solver and energetic team member with excellent communication and organizational skills. Applicants must bring broad technical skills, a strong passion for public parks implementation and community quality of life enhancement.

**City of Asheville Benefits Package Includes:**

Health Insurance (choice of plans)

Dental Insurance

Vision Insurance

Health Services Clinic available to employee and dependents during work hours

Nationally recognized disease management programs

5% employer contribution to 401(k)

ICMA 457voluntary

Contributory retirement system (LGERS)

12 days paid vacation leave per year; increases with service to 20 days per year

12 days paid sick leave per year; increases with service to 15 days per year

11 paid holidays per year

Employee Assistance Program

Sick Leave Sharing Bank

Medical and Dependent Care Reimbursement Plans

Life Insurance

Tuition Reimbursement Program

Employee Discounts

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

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- For assigned projects, plans and manages all aspects of project design, development and implementation including technical research/analysis, funding and cost analysis, scheduling, public involvement, project budgeting, project performance, and results.
- Manages the design, development and construction of multi-phase, large-scale land and facility development projects with owner departments, consultants, and contractors. Reviews project documents such as soil reports, design drawings and specifications, engineering calculations, shop drawings, etc., for compliance with intent, City standards and codes as well as State and Federal regulations.
- Prepares requests for qualifications for outside services; manages the consultant selection process; negotiates; plans, schedules and directs the work of consultant teams in preliminary

design through construction; reviews design drawings and specifications; coordinates work with the project designer of record and the contractor during construction.

- Prepares and makes presentations as a representative of the City and the Department and serves as liaison to citizens, committees, boards, citizen groups and other governmental agencies. Oversees and facilitates public participation processes.
- Develops bid documents, obtains permits, prepares all necessary contract forms and documents and manages bidding process.
- Develops detailed reports, memoranda, letters and other documents on performance measures, project records, costs, and general project status for both internal and external distribution; works with design professionals and construction contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results; may supervise the work of other professional and technical staff assigned to a project team.
- Identifies corrective actions when a project progress is delayed or budgets exceeded.
- Monitors and enforces all contractual terms, obligations and requirements.
- Monitors and approves payment to the project contractors and consultants.
- Provides 'as built' and warranty information to appropriate owner departments.
- Conducts research and special studies pertaining to recreation/open space & facility design, landscape, and maintenance, and landscape regulations and ordinances.
- Participates in city-wide and department-wide team activities working on specific issues and assignments.
- Assists in the preparation of grant applications, submissions, and oversight for specific capital projects.
- This job has no direct supervisory responsibilities.

#### **Additional Job Functions:**

- Specific duties may vary and other duties may be assigned. Performs related work as required.

#### **EDUCATION AND EXPERIENCE:**

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- Bachelor's (4-year) college degree or equivalent with major work in architecture, landscape architecture, engineering or related field.
- At least five years of relevant experience is required. Applicants may substitute additional relevant experience for the required education.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Architect, Landscape Architect, Professional Engineers license or AICP certification required.
- North Carolina driver's license required.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

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###### **Knowledge:**

- Capital construction project management theories, practices, and techniques.
- Capital construction and maintenance funding, and budgeting, objective development and work planning/scheduling.
- Modern methods, principles and practices of park facility planning, design, construction, maintenance and/or architectural design concepts.
- Trends, approaches, analysis and problem-solving techniques used in construction, engineering, inspection and compliance processes.
- Applicable Federal and State laws and local ordinances regarding land development regulations. Including grading, stormwater, floodplain development, and environmental impacts.

- State and local contract, bidding process, and construction process and procedures.
- Methods and techniques of community involvement, decision-making processes and group processes.
- Theories, principles, practices and techniques of municipal accounting, finance, and budgeting.
- The functions and operations of various City departments.

**Skills:**

- Must demonstrate excellent writing and oral presentation skills.
- Strong hand graphic skills and the ability to communicate design through hand drawings.
- Must be a strong team leader in collaborative situations.
- Strong organizational skills.
- Must be skilled in the use of: Adobe Creative, AutoCAD, Microsoft Word, Microsoft Excel, Microsoft Project, Google Docs or comparable software. Ability to utilize computer-automated programs.

**Ability:**

- Provide leadership and project management control on all aspects of assigned projects.
- Think creatively for the primary purpose of increasing efficiency and effectiveness.
- Interact effectively to analyze situations to pinpoint problems and assist with solving problems or identifying sources of obstacles with internal and external stakeholders.
- Develop and maintain effective working relationships with managers, employees, contractors, consultants, and others encountered as required by work assignments.
- Work both collaboratively and independently with limited supervision.
- Analyze and interpret policy and procedural guidelines and to apply this understanding to tasks.
- Prepare, administer, and monitor multiple and detailed project budgets and anticipate future budgetary needs.
- Analyze alternative technical design, construction, and surveying problems and adopt effective solutions.
- Process and use complicated workplace data and graphics; summarize, compare and identify trends between and among detailed forms, tables, graphs, diagrams, maps, etc.
- Conduct comprehensive research on organizational policies and procedures, best practices and innovative techniques and compile data into a formal report or recommendation shared with others and often verbally presented.

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Final Applicants are subject to Pre-employment Drug Screening and Background Check.

The City of Asheville is an Equal Opportunity Employer that does not discriminate in employment or the provision of services on the basis of race, color, creed, religion, national origin, age, disability, sexual orientation, gender (including pregnancy), gender identity or expression, or familial status.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ashevillenc.gov/jobs>

Position #2017-01104  
PROJECT MANAGER - PARKS DEVELOPMENT  
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City of Asheville  
PO Box 7148  
Asheville, NC 28802  
828-259-5690 - Apply Online! - EOE

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