

Position Opening

Job Title:	Project Manager
Department:	Project Management and Facilities
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Full-time salary
Effective Date:	As soon as possible

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come. Having completed the 1995 master plan, the Conservancy is actively developing the plan for the next 20 years. In addition to major capital projects, the Conservancy manages continual improvements in reforestation, natural areas and user amenities.

Job Description

Work closely with President and design team to manage the Master Plan update and coordinate with outside project management firms on multi-million dollar projects. Manage on-going maintenance and construction projects in coordination with the Houston Parks and Recreation Department.

Primary Responsibilities

- Support the President and Projects Committee in the continued development of an award-winning multi-million dollar Hermann Park Master Plan for capital improvements.
- Develop project scope- coordinating with various park entities, stakeholders and Houston Parks and Recreation Department.
- Engage experts, users, stakeholders, partners and other organizations to identify space, usage and design requirements.
- Conduct public outreach as necessary; assist in developing external communications related to projects; attend stakeholder meetings; and present project designs to community groups and regulatory bodies as needed.
- Ensure park user needs, and operational/maintenance requirements, are considered throughout the design and execution of all projects within the park.
- Communicate costs at the appropriate level of detail throughout all phases of the project; report on cost implications of design decisions/scope increases; and manage design dialogue in the context of the project budget.
- Develop and manage project budgets and schedules.
- Identify potential design consultants, request qualifications and proposals, and recommend design consultants to Projects Committee.
- Review design development through completion of construction documents, incorporating comments from the Houston Parks and Recreation Department and other relevant constituents.
- Observe construction with outside project management firm to ensure compliance with contract documents.
- Review and approve all contractor applications for payment, change orders, and testing invoices.
- Review as-builts and operation/ maintenance manuals for completion.
- Coordinate substantial completion and final walkthroughs with Houston Parks and Recreation Department, contractor, and design consultant.
- Photograph the construction progress for use in development materials and website.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in Landscape Architecture, Architecture, or related field.
- Minimum five years' experience in Project Management.
- Excellent written, oral and interpersonal communication skills.
- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail.

- Ability to interact effectively with staff team, board members and other volunteers, Houston Parks and Recreation Department representatives, contractors, design professionals and the public.
- Proficiency with Microsoft Office.
- Knowledge of Microsoft Project, GIS systems and AutoCad is preferred.

How to apply:

Mail, fax or email cover letter and resume to:

Hermann Park Conservancy

Attn: Project Manager Position

1700 Hermann Drive

Houston, Texas 77004

Fax: 713.524.5887

E-mail: doreen@hermannpark.org

No phone calls please.

Hermann Park Conservancy is an equal opportunity employer.