



Greater Vallejo Recreation District
395 Amador St.
Vallejo, CA 94590
www.gvrd.org

"Building community and enhancing quality of life through people, parks, and programs."

Job Announcement

The Greater Vallejo Recreation District
invites applications

Position: Project Manager

Department: Facilities

Job Opening Date: October 17, 2019

Location: Administrative

Deadline for applying: November 20, 2019

Position Type: Full Time

Salary Range: \$ \$93,953.60 - \$114,254.40

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Job Description:

Are you a goal oriented, initiative taking, and project managing strategist with exceptional communication and leadership skills? Do you have a strong project management and leadership background and knowledge of public sector processes? If you thrive on working in community based organizations where you are involved in all aspects of managing projects from the beginning to the end, the Greater Vallejo Recreation District (GVRD) may be a fantastic fit for you!

GVRD is seeking a Project Manager who is a collaborative partner with their team, the Executive team, and department heads to achieve department and District-wide Capital Improvement and other project goals.

Reporting to the General Manager, the Project Manager leads a team of staff and will handle all project management activities and functions. GVRD has an operating budget of \$7.9 million and a Measure K funding of \$2.2 million. The Project Manager is a member of GVRD's Executive team; advises the General Manager, Board of Directors, and department heads on all project management matters, and addresses the project management needs and goals of GVRD.

Ideal Candidate:

This position requires the equivalent to a Bachelor's degree with major course work in civil engineering, landscape architecture, construction management, or other relevant degree. Project Management Professional (PMP) Certification is desirable. We're looking for someone with three or more years of increasingly responsible technical and professional work experience with complex municipal design and construction projects, including two years of performing increasingly responsible project management functions and including two years in a supervisory capacity.

Special Instructions:

This position is open until filled. However, application materials received by November 20, 2019 will receive first consideration. Application materials should include a current resume, cover letter, current budget and staff supervisory responsibility, and any other information candidates feel may be helpful. Please submit application materials electronically to GVRD Human Resources at hr@gvrd.org

DEFINITION

Under limited supervision, Project Manager plans, coordinates, administers and manages multiple projects as assigned, including, but not limited to Capital Improvement Projects (CIP), and highly responsible for the District's owned and leased facilities, such as the swimming pool, skate park, parks and open space, athletic fields, and community centers; leads and oversees assigned projects; provides information and assistance to District and the public; and performs other duties as assigned. This position reports to the General Manager, works closely with Executive Team members, department heads, and is responsible for ensuring that production goals are identified, scheduled and attained in accordance with applicable laws, regulations, policies, and procedures. Responsibilities also include periodically evaluating overall division progress and recommending budgetary, program, organization, and personnel changes. The work includes considerable coordination and communication with District leadership, outside agencies, contractors, the general public, and assigned personnel.

SUPERVISION RECEIVED EXERCISED

Receives general direction from the General Manager.

Exercises direct supervision over Facilities staff, assigned projects, contracts, and collaborates with other supervisors of operational staff to complete projects as needed.

ESSENTIAL FUNCTIONS- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Develops projects scope of work, coordinates and monitors project development teams, project schedules and budgets.
- Serves as liaison between District personnel, contractors, consultants and the public for assigned projects.
- Prepares, disseminates, and oversees project budgets, requests for proposals, agreements, contracts, invitation for bids, and purchase orders.
- Manages various consultant agreements through the planning, design, construction, testing, operations and maintenance phases of a project.
- Evaluates project bids and proposals, and makes recommendations for award of contracts and execution of agreements.
- Insures that project plans and specifications are reviewed and approved for construction.
- Monitors project progress, attends project meetings, and prepares and submits status reports.
- Oversees project construction, ensures that the projects are constructed in accordance with the project's approved plans and specifications, and closes out project documentation and archives appropriate records.
- Prepares, negotiates and maintains control of all potential project construction change orders, tracks all project costs and reviews and approves progress payments.
- Develops and updates project schedules.
- Performs a broad range of complex tasks and must work cooperatively with others.
- Attend Board meetings, as directed, prepare and present verbal and written reports.
- Interfaces with other District departments, outside agencies and consulting firms as necessary to complete assignments.
- Under specific circumstances, may supervise or coordinate other Staff in the performance of various tasks.
- Analyzes District facilities and recommend capital improvement and maintenance projects. Reviews and analyzes requests for capital improvements.
- Prepares project descriptions, schedules, cost estimates and project spending plans for the Capital Improvement Program.
- Seek and apply for project funding sources through grant money, commissions, and other creative means.
- Employee shall perform additional related acts or duties as assigned.

Marginal Functions

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of parks and recreation.
- Perform related duties and responsibilities as required or as may be assigned.

QUALIFICATIONS

- Considerable knowledge of the current principles, practices and techniques of contract administration, project management, budget, cost accounting, and scheduling; related laws, ordinances, policies and procedures.
- General knowledge of contract administration, public administration, finance, purchasing, budgeting, and accounting.
- Goal-oriented and action-focused, pragmatic and self-disciplined, proficient in large project planning, organization, communication, team motivation and delegation skills.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Group facilitation, mediation, negotiation, and conflict resolution skills.
- Skill in organizing resources and establishing priorities.
- Skill in the use of personal computers and software, e.g., MS Word, Excel, Microsoft
- Advanced verbal and written communication skills.
- Current materials, methods, tools, equipment used in journey level building trades, such as carpentry, electrical, painting, plumbing and HVAC.
- Building, grounds, and facilities repair, renovation and construction techniques.
- Managerial theories and principles, employee motivation, team building, and project management.
- Public sector policy development and implementation and budgeting principles and practices.
- Management skills to analyze programs, policies and operational needs.
- Techniques for effectively representing the District in contacts with customers, other agencies, and the community as a whole.
- Principles and practices applying to contract development and administration.
- Responds to emergency alarms and emergencies during and after regular scheduled working day(s), holidays and weekends.

Ability to:

- Take responsibility and exercise good judgment in recognizing authority.
- Work without close supervision or direction in the accomplishment of assigned duties.
- Respond courteously, efficiently, and effectively to questions and inquiries from elected officials, members of the commissions, boards, staff at District and other agencies, and the public.
- Follow oral and written directions. To learn job specific computer software such as Project, AutoCAD, etc.
- Establish and maintain cooperative working relationships.
- Make public presentations.
- Draft contracts and requests for proposal.
- Forecast, develop budgets and timelines.
- Review and track complex invoices and progress payment applications in a timely manner.
- Prepare written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.
- Read and interpret engineering and architectural plans and specifications.
- Develop, plan, and implement short and long-range goals.
- Analyze complex problems, interpret project needs, and develop creative solutions.
- Develop and administer division goals, objectives and procedures consistent with the District's mission and strategic plans.

WORKING CONDITIONS

Environmental Conditions:

Considerable work with the public, Staff and City Officials; verbal contact, face-to-face and telephone. Some work may require visiting project sites outdoors. Work in an office setting and indoor/outdoor recreational facilities to provide direction and inspection activities. Typically is a normal work week, but will include some evening and weekend work.

Physical Conditions:

Emphasis on speaking and hearing to exchange information, and vision to observe and monitor work needs, work in progress and upon completion. Must be able to drive to various sites and conduct field inspections requiring walking up and down hill on narrow pathways, stooping, climbing, reaching, and crawling.

FLSA: Exempt

Application Process

To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA or electronically to HR@gvrd.org. **Resumes without GVRD employment application** will not be considered for this position. Please visit <http://www.gvrd.org/> click: About Us/Human Resources/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

Supplemental Information

Pre-Screening

GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview.

Pre-employment

Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

Testing

Candidates invited to interview in person may be asked to complete position specific exercises and/or testing.

Other requirements:

- Proof of legal right to work in the U.S.

Physical Conditions

- 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 in compliance with Americans with Disabilities Act (ADA) requirements.
- On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling; working at heights; standing for prolonged periods of time; operating motorized vehicles and equipment.
- Required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory program and Cal OSHA standards.

Equal Opportunity Employer (EOE)

GVRD is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age or sexual orientation or military status of such person