

Position Profile for a Project Manager

PPC Mission Statement:

Improving quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with government and the community. Projects and programs are conducted with respect for the environment, historic design, and the needs of our diverse region.

Position Summary:

This position plans, coordinates, and implements capital park improvements for the Pittsburgh Parks Conservancy (PPC). The successful candidate will provide capital project management activities from design to construction that meet the park and recreation needs of diverse communities and ensure race equity, gender inclusion and universal access.

The ideal candidate loves parks, uses Pittsburgh's public parks and respects the historic nature and ecosystem services that the parks provide.

Key Accountabilities:

- Lead and coordinate project design and project management activities for capital projects aligned with the PPC Capital Improvement Program, including shaping and framing ideas into coherent park projects; working closely with PPC community engagement staff ensuring appropriate and comprehensive community and organizational engagement; producing diagrams, plans, illustrations, renderings and other graphics clearly communicating design intent; preparing or reviewing cost estimates; preparing and reviewing specifications and construction drawings; providing or overseeing construction management; managing project budgets and timelines; completing project close-out activities; procuring and managing consultant services; and other activities necessary for completion of projects.
- Assist PPC in identifying and addressing the park and recreation needs of underserved and under-represented communities.
- Provide design and project leadership with a high degree of competence and sound judgment so the development and implementation of projects fully support the current and future needs of the PPC and the Pittsburgh Park System.
- Conduct design and project management in a collaborative environment including working across departments and with partner agencies, and forming partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with community and staff, and take full advantage of available resources.
- Work collaboratively and be actively engaged in development of systems and processes intended to improve and streamline work, integrate and coordinate activities across the organization and utilize best practices for design and project management activities.
- Ensure facilities are delivered at the highest practicable standards through thorough planning and design and quality construction with project activities being compatible with the PPC's mission, in compliance with regulatory bodies, and following best practices for park design and planning and project management processes.

- Ensure that best practices green stormwater infrastructure is integrated and maximized in all capital projects, given financial, site, and project constraints.
- Participate in developing the Community Projects Department goals and annual budget.
- Work collaboratively and be actively engaged in development, update, and implementation of the PPC's Capital Improvement Program.
- Prepare and administer project budgets and corresponding revenue, including seeking and securing outside funding.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Work proactively and effectively with PPC finance and development staff in financial oversight and management of project funding, researching outside funding opportunities, participating in team efforts to solicit funding from a variety of sources, and aiding with proposals for outside funding.
- Represent the PPC at citizen and governmental boards and other committees to further the objectives of the PPC.
- Support the Planning Committee of the Board of Directors.
- Coordinate and cooperate with other agencies and entities neighboring Pittsburgh park property to further the objectives of the PPC.
- Supervise technicians in the preparation of deliverables supporting park projects and other Community Projects Department initiatives.
- Coordinate and manage consultant and contractor activities related to park projects and other services; participate in selection process and decision making.
- Maintain effective and appropriate records regarding Pittsburgh parks' physical infrastructure.
- Respond courteously and on a timely basis to the public inquiries as needed in areas of responsibility, especially in response to changing conditions and needs of the Pittsburgh park system.
- Work duties require evening, weekend and holiday work and getting to and from office, work sites and meetings on a regular basis.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university with a major in Landscape Architecture, Architecture, Engineering, or closely related field.
- Increasingly responsible experience in park-related design and/or engineering: at least four years.
- Increasingly responsible experience in all phases of construction project management: at least four years.
- Increasingly responsible experience in community engagement in a public setting: at least four years.
- State licensure in either landscape architecture, civil engineering, construction management, or architecture.
- Project Management Professional Certification, preferred, but not required.
- National Green Infrastructure Certification, preferred, but not required.

How to Apply:

Send cover letter, resume and salary expectation to Heather Sage hsage@pittsburghparks.org by May 3rd at 4PM.