

waterloo greenway

Position Job Description

I. TITLE: Capital Projects Manager

FLSA: Exempt

II. POSITION SUMMARY:

The Capital Projects Manager, in partnership with the Chief Executive Officer and Director of Planning & Design, is responsible for ensuring that the Waterloo Greenway design is executed at the highest level and fulfills the aspirations established by the organization through the design competition and City of Austin-approved design plan. Working in collaboration with City of Austin staff, the Manager is responsible for ensuring that capital projects are executed on schedule and on budget. The Manager will monitor the design and construction for issues related to successful long term park maintenance and operations. The Capital Projects Manager will report directly to the Director of Planning & Design.

III. ESSENTIAL FUNCTIONS:

- Leads and directs the work of outside professionals engaged in the design and construction of capital projects.
- Scrutinizes design work to ensure the vision of Waterloo Greenway is realized, including providing written comments at critical milestones of design process and soliciting feedback from key internal and external stakeholders as required.
- Ensures design work is completed on time, including securing critical decisions from client team.
- Maintains active, critical partnership with City of Austin on management of capital projects.
- Fosters a collaborative professional working relationship with entire project team, including staff and consultants.
- Partners with City of Austin project management team and consultants to manage overall project schedule.
- Oversees capital projects budgets and interfaces with fundraising team and board of directors regarding funding needs.
- Along with Director of Planning and Design, acts as staff liaison to Planning and Design Committee of Waterloo Greenway Conservancy Board of Directors.
- Provides quality control and site management during active construction projects.

IV. CORE COMPETENCIES

- **Decision Quality**

- **Resourcefulness**
- **Ensures Accountability**
- **Collaborates**
- **Communicates Effectively**
- **Instills Trust**
- **Nimble Learning**

V. OTHER ACCOUNTABILITIES:

- Support of other departments programs requiring design input.
- Make presentations to various stakeholders regarding overall project, the design and status of capital projects.
- Other duties as assigned.

VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT: This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time.

VII. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's Degree in landscape architecture or architecture
 - 4+ years' experience as a designer/project manager in landscape architecture, architecture or engineering practice
- Preferred qualifications
 - Professional licensed landscape architect or architect
 - Background in environmental science
 - Experience producing construction documents and providing construction observation

VIII. KNOWLEDGE, SKILLS AND ABILITIES:

- Core competencies (see section IV)
- Knowledge
 - Best practices in landscape design and maintenance
 - CAD
 - Adobe Creative Suite
- Skills
 - Design expertise
 - Excellent written and verbal communication skills
 - Project management including goal-setting, reporting, and budgeting
 - Highly organized
- Abilities
 - Solve problems creatively
 - Manage competing priorities and deadlines

IX. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Planning & Design
- Supervises (if any): N/A
- Supports: Planning & Design, Programs
- Peer collaboration/communicates with (internal, external): all WCC departments, design professionals, including architects, planners and contractors, City of Austin staff & elected officials

CORE COMPETENCIES

Decision Quality – Making good and timely decisions that keep the organization moving forward.

- Makes sound decisions, even in the absence of complete information.
- Relies on a mixture of analysis, wisdom, experience, and judgment when making decisions.
- Considers all relevant factors and uses appropriate decision-making criteria and principles.
- Recognizes when a quick 80% solution will suffice.

Resourcefulness – Securing and deploying resources effectively and efficiently.

- Marshals resources (people, funding, material, support) to get things done.
- Orchestrates multiple activities simultaneously to accomplish a goal.
- Gets the most out of limited resources.
- Applies knowledge of internal structures, processes, and culture to resourcing efforts.

Ensures Accountability – Holding self and others accountable to meet commitments.

- Follows through on commitments and makes sure others do the same.
- Acts with a clear sense of ownership.
- Takes personal responsibility for decisions, actions, and failures.
- Establishes clear responsibilities and processes for monitoring work and measuring results.
- Designs feedback loops into work.

Collaborates – Building partnerships and working collaboratively with others to meet shared objectives.

- Works cooperatively with others across the organization to achieve shared objectives.
- Represents own interests while being fair to others and their areas.
- Partners with others to get work done.
- Credits others for their contributions and accomplishments.
- Gains trust and support of others.

Communicates Effectively – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- Is effective in a variety of communications settings: one-on-one, small and large groups, or among diverse styles and position levels.
- Attentively listens to others.
- Adjusts to fit the audience and the message.
- Provides timely and helpful information to others across the organization.
- Encourages the open expression of diverse ideas and opinions.

Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity.

- Follows through on commitments.

- Is seen as direct and truthful.
- Keeps confidences.
- Practices what he/she preaches.
- Shows consistency between words and actions.

Nimble Learning – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.

- Learns quickly when facing new situations.
- Experiments to find new solutions.
- Takes on the challenge of unfamiliar tasks.
- Extracts lessons learned from failures and mistakes.