



<p style="text-align: center;">Capital Projects Coordinator Job Description</p>
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TITLE: Capital Projects Coordinator

FLSA: Exempt

I. ORGANIZATION AND POSITION SUMMARY:

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Phase 1 opened in August of 2021 and includes Waterloo Park and the Moody Amphitheater. Phase 2 planning and design processes are complete and construction begins in the fall of 2022. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

The Capital Projects Coordinator, in partnership with the Director of Capital Projects and Chief Planning and Design Officer, 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 Capital Projects Coordinator is responsible for ensuring that capital projects are executed on schedule and on budget. The Coordinator will monitor the design and construction for issues related to successful long term park maintenance and operations. The Coordinator is a vocal advocate for the design vision and needs of the organization in meetings and communications about the capital project. The Capital Projects Coordinator will report directly to the Director of Capital Projects.

II. ESSENTIAL FUNCTIONS:

- Coordinates and directs the work of consultants engaged in the design and construction of capital projects.



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- Scrutinizes design work to ensure the vision of Waterloo Greenway is realized, including providing written comments at critical milestones of the 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.
- Supports the Director of Capital Projects and Chief Planning and Design Officer with the work of the Planning and Design Committee of Waterloo Greenway Conservancy Board of Directors.
- Provides quality control and site management during active construction projects.
- Advocates for unique needs of WG project and organization in meetings and other communications.
- Supports Director of Capital Projects and Chief Planning and Design Officer with critical input on adjacent planning efforts and capital projects led by the City of Austin and private developers.

III. EDUCATION AND EXPERIENCE:

- Minimum qualifications
 - Bachelor's degree in landscape architecture, architecture, urban design, civil engineering, planning, or related field.
 - 2+ years' experience as a designer/project manager in landscape architecture, architecture, planning, land development or engineering practice.
- Preferred qualifications
 - Experience with SITES, LEED or Austin Green Building program.
 - Background in environmental science
 - Experience with the construction delivery process.
 - Experience working on public or private capital [municipal] projects

IV. KNOWLEDGE, SKILLS AND ABILITIES:



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- Core competencies (see section III)
- Knowledge
 - Best practices in landscape design and maintenance
 - Project Management foundations including goal-setting, reporting, and budgeting
- Skills
 - Design expertise
 - Graphic presentation skills (Adobe Creative Suite)
 - Excellent written and verbal communication skills
 - Highly organized
 - Ability and willingness to advocate for needs of WG in meetings and discussions
- Abilities
 - Solve problems creatively
 - Manage competing priorities and deadlines

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. Our office space is currently being renovated, and during this time, this position will split time between working from home and in a temporary office space. Our permanent office space will be available in Q4 2025 and a work-from-office policy will be implemented.

VII. ADDITIONAL QUALIFICATIONS & CORE COMPETENCIES:

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust





VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Capital Projects
- Supervises (if any): N/A
- Supports: planning, government relations, construction & design, programs
- Peer collaboration/communicates with (internal, external): all WCC departments, design professionals, including architects, planners and contractors, City of Austin staff & elected officials

EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

