

Job Solicitation: Design and Construction Senior Project Manager

Hemisfair Park Area Redevelopment Corporation (HPARC) | San Antonio, Texas

Job Summary

The Project Manager is responsible for performing a variety of tasks requiring leadership, analytical, organizational and interpersonal skills. The Senior Project Manager will plan for and control the quality, cost and schedule of assigned projects; and will supervise design consultants and construction contractors while maintaining positive relationships and advancing the objectives of Hemisfair's redevelopment. The Senior Project Manager will report to the Director of Real Estate and Finance.

Specific Duties:

- Plan and manage project activities to ensure schedule, budget and quality goals are met
- Solve problems, overcome obstacles and resolve conflicts
- Prepare and maintain project master schedules
- Prepare or review or analyze project budgets and cost reports
- Assist in selection and contracting of consultants and contractors
- Lead project meetings with designers and contractors
- Review design and construction documents
- Observe and inspect construction work to ensure quality and adherence to contract documents
- Close-out the project including inspections, punch lists, manuals, warranties and contract issues
- Prepare, administer and review contracts including payment applications and change orders
- Maintain project files including construction documents and correspondence for each project
- Serve as liaison for Hemisfair to the City of San Antonio and outside organizations
- Coordinate asset management of lease spaces
- Coordinate landlord work in historic homes with Hemisfair tenants, approving agencies and others
- Assist with Request for Interest process for new lease space
- Prepare regular status reports

Specific Knowledge, Skills and Abilities:

- Excellent English usage, spelling, grammar and punctuation
- Ability to communicate clearly and effectively, both verbally and in writing
- Proficiency in MS Word, Excel, PowerPoint and Project
- Ability to prepare and analyze CPM schedules
- Experience with historic structures, rehab projects, and historic review procedures preferred
- Ability to establish and maintain effective working relationships at all levels
- Excellent planning and organizational skills
- Ability to work in a collaborative and team environment
- Strong sense of pride in quality of work and service delivered

Physical Demands and Working Conditions:

Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment but include construction jobsite inspections.

Education and Experience:

- Bachelor's Degree in related field from an accredited college or university
- 10 years' experience managing design and construction projects

Salary

Commensurate with experience.

Position will remain open until filled. Initial deadline is June 24, 2022. Please send resumes to info@hemisfair.org.