



Project Specification Manager Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas. We welcome all who share our core values!

RWPZ is currently recruiting for a full-time, year-round, exempt, Project Specification Manager. Acting as the Rhode Island Zoological Society representative on construction sites where contract and/or Society employees are performing work. The Project Specification Manager will be accountable for inspecting, verifying and monitoring structural integrity of new construction and renovation projects to ensure compliance with specifications, standards and applicable construction techniques. The Project Specification Manager reports to the Deputy Director of Operations, or designee, and will supervise applicable contractors, suppliers, and in-house project support staff.

RESPONSIBILITIES

- Coordinate and supervise a wide variety of construction and renovation projects from conception to completion, ensuring conformance to quality construction standards, project specifications, and compliance with building construction techniques are followed.
- Create conceptual and scaled drawings.
- Prepare cost estimates, budgets, and work timetables.

- Research construction standards and communicate applicable information to contractors, suppliers and staff Plan daily work assignments and break schedules.
- Collaborate with architects, engineers, and other construction specialists.
- Visit site during first phase of construction to make initial inspection and follow-up with additional inspections during each phase.
- Review and interpret specifications, plans, diagrams and maintain various programs including current system of “As Built” drawings and photograph log of completed construction projects.
- Manage the zoo’s digital and hard copy plan library.
- Maintain as-built drawing for all projects completed on zoo grounds and carousel village.
- Review and document work progress and prepare job status reports on a daily basis.
- Respond to contractors, suppliers and staff project concerns and resolve in an efficient and timely manner.
- Interpret and explain technical information to other staff.
- Ensure applicable construction signage is in place during construction process.
- Participate in snow and ice removal.
- Review Request for Payment documentation and adjust any items inconsistent with actual work performed and present to Deputy Director of Operations for processing.
- Attend meetings on project updates as required.
- Review Certified Payroll documentation for compliance.
- Assist in the solicitation of bids for projects as assigned.
- Compile information for contract documents and specifications for capital improvement projects.
- Collaborate with the Deputy Director of Operations on the scheduling and coordination of subcontractor activities.
- Review and implement traffic re-routing plans when construction will interfere with daily visitor flow.
- Maintain paper and digital plan files.

CRITERIA

Experience and Education:

Completion of a BS in Construction Management, Architecture, Engineering, Landscape Architecture or related field; or equivalent combination of education and work experience. Principles, practices, methods and techniques of construction activities and experience in building/construction trades is required. Bilingual in multiple languages is a plus.

Skills and Aptitudes:

- Highly organized and able to work with minimal supervision.
- Strong written and verbal communication skills.
- Knowledge of building products, construction details, and relevant rules, regulations, and quality standards.
- Understanding of all facets of the construction process.

- Competent in conflict and crisis management skills.
- Knowledge of AutoCAD, Timberline Estimating Software, Microsoft Excel, Word, PhotoShop, Visio, and Power Point.
- Ability to:
 - read and interpret maps, diagrams plans, contracts and specifications.
 - research construction standards and communicate findings to contractor personnel,
 - create conceptual and scaled drawings.

Additional Requirements:

- Successful completion of a background check, per organization policy.
- Valid state driver's license.
- Willingness to:
 - a. be on call for zoo emergencies including severe weather conditions,
 - b. work flexible work schedule including weekends, holidays, and occasional evenings.
- Ability to work outdoors under various weather conditions and in high places, ascending and descending using ladders and/or lifts.
- Occasionally required to stand, walk, lift and/or move objects up to 50 pounds throughout the zoo to set up for events.
- Occasionally may be asked to work in confined areas.

As a Project Specification Manager, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to:

Roger Williams Park Zoo
ATTN: Project Specification Manager
1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org



ACCREDITED BY THE
ASSOCIATION
OF ZOOS &
AQUARIUMS



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