



Temporary Project Specification Manager Job Posting

Roger Williams Park Zoo of Providence, Rhode Island, is one of the nation's oldest zoos and home to 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.

RWPZ is currently recruiting a full-time, temporary, Project Specifications 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 the 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

- Education Center and Pavilion
 - a. Assist with the completion of the bid phase and move the projects to construction.
 - b. Oversee the construction phase of the project.
- Red Panda
 - a. Oversee the construction phase of the project.

- Horticulture Compound
 - a. Assist with the completion of the design phase.
 - b. Continue negotiations with RI Energy on new gas and electric service installation.
 - c. Coordinate project bid process.
 - d. Oversee the construction phase.
- Goat Yard
 - a. Working with Animal Care, completing design work on new climbing structures.
 - b. Prepare an estimate of construction for the 2024 Budget.
- Serval Exhibit
 - a. Working with Animal Care, complete design work on the new holding building
 - b. Provide scale drawings for the new holding building and exhibit.
 - c. Prepare bid package and solicit bids.
- 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.
- Collaborate with architects, engineers, and other construction specialists.
- Visit the site during the first phase of construction to make an initial inspection and follow up with additional inspections during each phase.
- Review and interpret specifications, plans, and diagrams and maintain various programs, including the 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 drawings for all projects completed on zoo grounds and carousel village.
- Ensure any repairs or alterations are performed correctly.
- Analyze, manage, and mitigate risk and respond to work delays, emergencies, and other problems.
- 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 the construction process.
- Participate in snow and ice removal according to the Snow & Ice Removal policy.
- Perform other duties as assigned by the Deputy Director of Operations.
- Review Request for Payment documentation and adjust any items inconsistent with actual work performed and present to the 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 Society paper and digital plan files.
- Assist other departments and areas when deemed necessary by Deputy Director of Operations.

Required Experience, Training and/or Education:

Required Experience and Education:

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 are required. Minimum of 5 years of experience managing projects in the \$5M to \$10M range.

Preferred Experience and Education:

Recent experience working with diverse populations and fluency speaking additional languages a plus.

Competencies:

- Experience with managing all aspects of building construction, including underground utilities, site work, concrete, masonry, plumbing, and HVAC (Net Zero building construction a plus)
- Responsible for managing/tracking timelines, and overall deliverables.
- Maintain project documentation, including schedules, payment requests, change orders, project diary, certified payrolls, shop drawings, as-built drawings, and project closeout.
- Coordinate project meetings and daily project activities with a contractor.
- Some drafting skills a plus.
- 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.
- Excellent time and project management skills.
- Knowledge of AutoCAD, Timberline Estimating Software, Microsoft Excel, Word, PhotoShop, Visio, and PowerPoint.
- 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.
- Valid driver's license.
- Willingness to:
 - be on call for zoo emergencies including severe weather conditions,
 - 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, sit, walk, and step up and down from various platforms for prolonged periods.
- Ability to operate a variety of automated office machines and equipment, including telephone, two-way radio, copier, golf cart, etc.
- Occasionally lifts and/or moves up to 50 pounds.
- Occasionally work in confined areas, such as trenches, tanks, manhole structures, etc.,
- Work environment is primarily in an office and outside environment where the noise is often moderate to loud.
- Exposure to all weather conditions and conditions associated with construction projects.

Supervisory Responsibilities:

- Contractors, Suppliers, and In-house Project Support Staff.

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

Interested candidates are encouraged to send a cover letter and resume to:

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

-or-

employment@rwpzoo.org



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**



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