



## **CONSTRUCTION PROJECT MANAGER**

The Buffalo Zoo is seeking a highly motivated, energetic, and highly articulate individual to serve as the Zoo's **Construction Project Manager**. We seek an individual who can help us implement our plans for a complete transformation of the Zoo over the next several years. The ideal candidate will possess excellent verbal and written communication skills, drive, team spirit and a high degree of proficiency in bringing different stakeholders together to complete projects.

To apply, please send resume and cover letter in *Word document or PDF* by email to: [buffalozoojobs@buffalozoo.org](mailto:buffalozoojobs@buffalozoo.org)  
No telephone calls please. Position open until filled. For more information about the Buffalo Zoo, please visit our website by the following link: <http://www.buffalozoo.org>

Full Job Posting - <https://buffalozoo.org/about/#careers>

### **The Buffalo Zoo**

As one of the crown jewels of Western New York's cultural and recreational attractions, the Buffalo Zoo welcomes 500,000 guests on an annual basis. The Zoo sits on 24 acres and includes a variety of buildings and habitats. Many of the components of the campus have historic significance. The Zoo is operated by the Zoological Society of Buffalo, Inc., under a lease agreement with the City of Buffalo. Since 2000, more than \$50 million worth of capital improvements to exhibitry and infrastructure have been completed. In 2019, the Zoo's five-year strategic plan was completed. Our mission of **Building Community → Creating Connections → Saving Wildlife** is guiding our master plan that is under development. This master plan will guide the growth and development of the Zoo for the next twenty years.

### **Overview of Position:**

Reporting to the Director of Facilities and Construction, the Construction Project Manager is responsible for construction and other facilities-related projects at the Buffalo Zoo. The individual acts as the liaison between various Zoo departments, external stakeholders and contractors to ensure successful completion of projects. The individual will be expected to effectively engage with all stakeholders in a professional and collaborative manner. This position also will assist the Director of Facilities and Construction in planning efforts for future projects. The incumbent acts as the Facilities Manager in the absence of the Director of Facilities and Construction.

### **Essential Functions:**

- Collaborates with and assists the Director of Facilities and Construction in leading construction projects across all stages of creative development through production and execution.
- Establishes and maintains strong relationships with all departments and works closely with all Zoo staff and other stakeholders.
- Ensures projects are on budget, adhere to timelines, and are aligned with organizational values and priorities.
- Manages and coordinates contractors, consultants, other professional and technical staff to manage project planning, design and construction.
- Provides coordination, design and technical knowledge for diverse projects including building, utility, exhibit and site improvements.
- Assists in managing project budgets and schedules. Monitors and documents expenditures, tracks progress, and ensures adherence to approved budgets and schedules.
- Coordinates consultation and vendor selections processes under the guidance of the Director of Facilities and Construction.

- Assists in overseeing production of and reviews design/construction documents produced by consultants including drawings. Manages, schedules and oversees internal projects through various stages including planning and design, and facilitates coordination between Zoo departments.
- Ensure projects are in compliance with codes and policies including: AZA, OSHA, and appropriate regulatory standards for the federal government, New York State, Erie County and the City of Buffalo.
- Perform construction contract administration including preparation of orders, requests for information, and progress payments. Monitors and evaluates design and construction progress inspects work and ensures completion of all construction projects.
- Acts as the onsite Facilities Manager in the absence of the Director of Facilities and Construction.

**Education/Experience:**

- Bachelor's degree or equivalent in architecture, engineering, project management or construction management is preferred.
- The ideal candidate will have knowledge of all phases of facilities planning such as scheduling, design, construction, and operations.
- Knowledge of federal, state, and local safety practices is preferred. Recordkeeping and report writing experience is preferred.
- The ideal candidate will have demonstrated the ability to facilitate effective project teams and manage stakeholder relationships.
- The ideal candidate must possess excellent communication skills (both verbal and written) and be able to effectively interact with and within a diverse workforce.
- A proactive and creative approach to problem-solving and the ability to work independently is required.
- Strong time-management skills, the ability to prioritize and complete work assignments and projects in a timely fashion while maintaining high-quality standards is required.
- Demonstrated experience supervising contractors and work teams is required.
- Demonstrated ability to effectively write Requests for Proposal, bid documents and other correspondence necessary to be successful in the role.
- Demonstrated ability to understand complex construction documents including bids, RFPs.
- The best candidate will have solid personnel management skills, have experience as a supervisor and team player, and demonstrate excellent organization and follow-through skills.
- High level of computer skills in MS Office Suite (Word, Excel, PowerPoint). Working knowledge of personal computers and other software applications (Outlook, Google applications) is a plus.
- Experience with publicly funded projects is a plus.

**Other:**

- Must possess or be able to obtain within 30-days of employment a valid New York State driver's license and have an average or better driving record based on the evaluation process of our insurance company. Retention of position is contingent upon maintaining required license. Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).
- Successful completion of a post-offer pre-employment general medical screen and drug test.
- Successful completion of a post-offer pre-employment background check.
- Must provide proof of negative TB test at hire. TB test conducted annually.
- Must have the ability to work flexible hours, including weekdays, weekends, holidays and evenings as necessary.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A large percentage of duties are performed outdoors in various weather conditions, ranging from rain, wind, cool to cold weather, and extreme heat and humidity. It is possible the employee will be exposed to dust and harsh chemicals that if not handled properly may present a health hazard. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **Compensation and Benefits**

This is a full-time, exempt position. Salary starting at \$70,000 commensurate with experience. Some of the benefits available include health plan, life insurance, long term disability insurance, HSA, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time. Benefits are available after the successful completion of an introductory probation period of 60 days of work. Sick time available upon hire.

The Buffalo Zoo is an At Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.

*Equal Opportunity Employer*

**300 Parkside Avenue, Buffalo, NY 14214-1999**