

## METROPOLITAN PIER AND EXPOSITION AUTHORITY

**Position Title:** Project Manager / Senior Project Manager

**Department:** Development

**FLSA:** Exempt

**Date Revised:** December 2023

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**POSITION SUMMARY:** Supervises, coordinates, and directs the planning, design, and construction activities related to various projects on campus including, but not limited to, renovations of the existing convention, hotel, and arena spaces, infrastructure upgrades, and potential new construction. Position will interface with all other Departments, public agencies, and oversee the procurement and work of consultants, contractors, and others related to the completion of the various projects. Skills should include the ability to develop and oversee project schedules and budgets.

### ESSENTIAL FUNCTIONS:

1. Oversee the day-to-day activities of the Development Department projects with respect to the current phase of work, ensuring compliance with each project's general requirements, specifications, and regulatory rules. Prioritize projects, schedule work, and monitor deadlines.
2. Support the Development and Operations teams with 5, 10, and 30 year capital plans.
3. Coordinate with public agencies and intergovernmental entities for construction projects.
4. Schedules, attends and chairs meetings with design, consultant, and construction teams for Development Department projects.
5. Assists in writing RFP's for various consultants and construction partners in coordination with the MPEA Procurement and Legal departments.
6. Coordinates with the Development team and provides input on constructability, cost, and schedule for all design or construction requests for proposals, contracts, and projects.
7. Oversees administrative, quality control, coordination, testing, scheduling, permit, punchlist, closeout, and associated items relating to the construction aspects of Development projects.
8. Manage the documentation and digital files for current projects as well as the historical documentation of the campus buildings.
9. Performs other job-related duties as assigned.

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. ; Bachelor's degree or higher professional degree in engineering, architecture, interior design, construction management or related field required.
2. Minimum of 10 to 15 years of professional experience in the construction of major building projects.
3. Minimum of 5 years prior supervisory experience.
4. Demonstrates excellent problem solving/analytical skills.
5. Ability to interpret and/or create detailed technical reports and/or contracts relating to construction projects.
6. Extensive knowledge of the principles, ways and means of construction methods and techniques of architectural, structural, plumbing and specialties disciplines in construction projects. Knowledge of FFE procurement and installation is required.
7. Hospitality industry experience and mechanical systems is a plus.
8. Ability to comprehend construction documents including, but not limited to, drawings and specifications.
9. Excellent verbal and written communication and interpersonal skills.
10. Proficient with computer programs commonly utilized in the construction industry.
11. Extensive knowledge in construction cost estimating, scheduling, and budget preparation.