



Project Specification Manager Job Posting

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 responsible 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.

Duties and 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.
- 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.
- 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 construction process.
- Review Request for Payment documentation, 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 Society paper and digital plan files
- Perform other duties as assigned by Deputy Director of Operations.

Requirements:

Experience and Education:

BS in Construction Management, Architecture, Engineering, 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.

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.
- Excellent time and project management skills.
- Knowledge of AutoCAD, Timberline Estimating Software, Microsoft Excel, Word, 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.
- Valid state driver's license.
- Willingness to 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.
- Lift and/or move objects up to 50 pounds.
- Employee may be asked to work occasionally in a confined areas such as trenches, tanks, manhole structures, etc.

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 the email listed above or to:

Roger Williams Park Zoo
Attn: Project Specifications Manager
1000 Elmwood Ave.
Providence, RI 02907
employment@rwpzoo.org
Fax: (401)941-3988