



## Construction Manager

### Job Summary:

The Construction Manager will be an employee of the Bay Park Conservancy (BPC) and will assist with implementing the Master Plan approved by the Sarasota City Commission which conserves, preserves, restores and transforms 53 acres of precious city-owned land along Sarasota Bay into a signature public park – providing a sustainable bayfront gathering place for the community to experience and enjoy a wide range of park uses, free programs and events. The position will be part of a small team responsible for all components necessary to construct the project on time, within budget, and to the quality specified. The Construction Manager will help coordinate third-party project team members – contractors, architects, designers, consultants – promoting the interest of BPC and development partners at the City and County. The ideal candidate will have experience in fields related to construction and/or architecture with exceptional organizational and time management skills; enjoy working in a highly interactive environment; and eagerness to be a part of a high functioning, diverse team with opportunity to learn. This candidate will have demonstrated ability to organize necessary resources, including people and tools to meet deadlines and achieve desired results. The Construction Manager reports to the Project Manager.

### Tasks:

The Construction Manager will be the on-site lead in coordinating the project implementation for the BPC team as directed by the Project Manager. This includes select projects reporting to the Director of Operations and Director of Park Guest Experience. The Construction Manager responsibilities include, but are not limited to, the following:

- Coordinates all phases of the construction lifecycle from initiation to completion.
- Collaborates with architects, interior designers, engineers, and other specialists on the design and provides ongoing direction to and coordination of these parties to ensure the project progresses on schedule and within the defined budget.
- Manages a general contractor/construction manager and oversees their work, checking for accuracy per agreed upon plans and quality.
- Ensures the project team obtains all necessary permits and orders necessary materials and equipment.
- Follows established/existing delegations of authority, budget, and financial controls principles and policies.
- Conducts project meetings with key stakeholders in an effective and efficient manner.
- Provides ongoing management of the project budget, flagging risk and identifying areas for cost savings.
- Coordinates the review, negotiation & approval of change orders.
- Coordinates utility access and other infrastructure as required by the project.

- Manages the procurement of furniture, fixtures and equipment as required by the project.
- Communicates with stakeholders, internal management team and documents/delivers weekly project progress reports including budget and schedule updates.
- Anticipates, identifies and clearly summarizes key issues and concerns and proactively makes recommendations on how to proceed.
- Maintains accurate project documentation, including architectural drawings, construction contracts, RFIs, change orders, and inspection reports.
- Collaborates with CFO to initiate pay application process, complete draws and follow up to ensure payments are received by vendors in a timely manner.
- Ensures projects are completed with accurate and necessary documentation and records.
- Special projects as assigned by supervisor or other management.
- Understands and complies with BPC standards and represents the company in a professional manner at all times.

This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by their immediate supervisor and other management as required.

#### **Qualifications:**

- Experience or background in commercial construction, with a commercial general contractor, with an architect and/or in a project coordination role with the ability to execute multiple tasks simultaneously is desired.
- Communicate clearly, concisely, and professionally, with a strong ability to present complex information in a clear and concise manner.
- Applicant should require minimal oversight, be organized, hardworking, and have an eye for details.
- Demonstrate a positive attitude and passion for construction and our industry.
- Extensive knowledge of Microsoft Office.
- Bachelor's degree from an accredited college or university in a related degree program is preferred but not required.
- Experience with construction management software and design software a plus.

For more information about The Bay and The Bay Park Conservancy, visit [www.thebaysarasota.org](http://www.thebaysarasota.org).

#### **If you are interested in applying for this role at The Bay Park Conservancy, please email [info@bayparkconservancy.org](mailto:info@bayparkconservancy.org):**

- Why you are interested in this role.
- Why you think you are a good fit for this role.
- Attachment(s): Your current resumé, or equivalent; and any other documentation you think would be relevant.

**Thank you!**