Rebuild Design and Construction Project Manager

- 1515 Arch St, Philadelphia, PA 19102, USA
- Full-time

Company Description

A best-in-class city that attracts best-in-class talent, Philadelphia is an incredible place to build a career. From our thriving arts scene and rich history to our culture of passion and grit, there are countless reasons to love living and working here. With a workforce of over 30,000 people, and more than 1,000 different job categories, the City of Philadelphia offers boundless opportunities to make an impact.

As an employer, the City of Philadelphia values inclusion, integrity, innovation, empowerment, and hard work above all else. We offer a vibrant work environment, comprehensive health care and benefits, and the experience you need to grow and excel. If you're interested in working with a passionate team of people who care about the future of Philadelphia, start here.

What We Offer:

**Impact** - The work you do here matters to millions.

**Growth** - Philadelphia is growing, why not grow with it?

**Diversity & Inclusion** - Find a career in a place where everyone belongs.

**Opportunities in Tech** - Don't wait for the future, shape it.

**Benefits** - We care about your well being.

Agency Description

The Managing Director's Office (MDO) manages and oversees the operations of the City, including the Rebuild initiative (Rebuild).

Rebuild is an MDO initiative to improve physical conditions in selected parks, recreation centers, and libraries. Rebuild is expected to invest hundreds of millions of dollars over the course of the initiative. In addition to revitalizing neighborhood public spaces, Rebuild is focused on using funded projects to empower and engage with community members and to promote economic opportunity for diverse businesses and individuals. Rebuild projects are carried out by a variety of partners, including consultants, nonprofit partners, and other City agencies. Rebuild works closely with the Philadelphia Parks and Recreation (PPR), the Free Library of Philadelphia (FLP), and other City departments.

To learn more about Rebuild, visit rebuild.phila.gov.

Job Description

The Rebuild Design and Construction Project Manager will assist in overseeing the delivery of Rebuild park, recreation center, and library projects. The Project Manager will work with the entities completing Rebuild projects to ensure that projects are of high quality and delivered in the most expeditious, efficient manner possible. Responsibilities will include, but are not limited to, providing oversight and direction to enable projects to be completed on time and on budget; serving as a liaison for those managing design and construction and various city departments to ensure smooth project delivery; assisting in the sequencing and grouping of projects; creating systems to ensure efficient City review and approval pathways; reviewing plans and documents and providing feedback to various entities, and researching best practices to help inform Rebuild’s project delivery. Contact with program management consultants, engineers, planners, architects, contractors and representatives of civic, community and governmental organizations is a significant aspect of the work. The Design and Construction Project Manager will be responsible for program implementation with the Deputy for Design and Construction and the Program Manager consultant.

Essential Functions

Responsibilities of the position include but are not limited to the following:
• Work with the Rebuild team and Rebuild’s Program Management consultant to create a program management framework for coordinating and overseeing project users and other entities delivering Rebuild projects; help design systems for sound, efficient project delivery and refine systems on an ongoing basis
• Act as a primary point person for project users and other partners with primary responsibility for delivering Rebuild projects; which will include being knowledgeable with the work of architects, engineers, contractors, and other design and construction-related consultants
• Assist Rebuild team in work with City Council, the Department of Parks and Recreation (PPR), the Free Library of Philadelphia (FLP) and other partners with various aspects of the Rebuild site selection process and program delivery
• Coordinate with multiple city agencies to ensure coordinated and successful project delivery; including creating an efficient pathway for all levels of project reviews and approvals
• Create mechanisms to operationalize the program, e.g., grant application and contracting, oversight, milestone creation and monitoring, completion and handoff
• Coordinate with PPR, FLP, and other City departments to ensure a smooth transition from construction to operations and maintenance; coordinate with operations and maintenance staff, skilled trades, and procurement functions as appropriate
• Assist in the review of grant applications from entities applying to work on Rebuild sites
• Review site designs, plans, specifications, bids and other documents for feasibility, adherence to departmental and professional standards and practices, and compliance with federal, state and local laws and regulations; recommend revisions to the plans and specifications, if warranted
• Oversee and track project progress
• Attend regular Rebuild design/construction project meetings and meet with consultants and staff to resolve design problems
• Prepare reports, and perform other ancillary administrative responsibilities related to assigned projects; conduct general administration and oversight of design and construction process; assist in review and recommendation of approval of invoicing, change orders, etc.
• Disseminate information regarding project status; make written and oral report presentations during stages of the projects
• Work with Rebuild Deputy Director of Diversity and Inclusion, Mayor’s Office of Labor and the entities overseeing Rebuild projects to achieve projects’ EOP goals and coordinate with Rebuild workforce development programs
• Coordinate with Rebuild Deputy Director of Community Engagement to ensure project design and delivery is coordinated with results of community engagement process and results
• Assist with Design Excellence committee and review process
• Research best practices to help inform pilot projects and future Rebuild projects
• Research and help inform standards for design excellence
• Assist with project budget development and adherence; coordinate with Rebuild financial management staff
• Assist in the development, implementation and maintenance of a policies and procedures “Rulebook” for Rebuild Project Users and contractors, and assist in regular training on the Rulebook for Rebuild Project Users and contractors
• Act as a resource to Rebuild Project Users and contractors, and assist them in complying with the terms of the “Rulebook” and Rebuild grant agreements

Qualifications

Education and Experience

• Completion of a bachelor's degree program in architecture, landscape architecture or civil engineering from an accredited college or university
• 8-10 years’ experience managing renovating large buildings for multiple business use
• Experience working with a diverse set of partners, including government, non-profits and residents/community members
• Fluency in Microsoft Office Suite, AutoCAD and project tracking systems such as e-builder or Primavera P6
• Registration as a Professional Engineer or professional registered architect with the Pennsylvania State Architects Licensure Board preferred

Competencies, Knowledge, Skills and Abilities

• Ability to work effectively with the public, elected officials, city staff, non-profits, press, consultants and contractors.
• Ability to simultaneously manage multiple projects and priorities, particularly related to different stages of design and construction with multiple stakeholders.
• Ability to use sound and accurate judgement and think creatively to resolve complex problems; able to multi-task under tight deadlines.
• Ability to thrive in a start-up situation with evolving conditions and priorities; able to operate in an “all-hands-on-deck” environment; able to contribute to the success of Rebuild, even when tasks may fall outside of core responsibilities.
• Successful track record in budgeting, consultant and construction management.
• Effective at public speaking, writing, and presenting to varied audiences.
• Proficient with Microsoft Office products, particularly Excel.
• Experienced in the use of project management tracking software.

Knowledge of:

• The principles, practices, techniques and instruments used in project documentation
• The principles, theory and practices of architectural planning and landscape architecture
• The materials and methods used in the construction and renovation of building projects
• The principles of project management
• The principles of architectural supervision
• Computer-aided design, drafting and project management software as related to the work

Other Requirements:

• Commitment to Rebuild principles, process and outcomes.
• Availability to attend evening meetings and occasional weekend activities related to Rebuild.
• Ability to physically perform the duties and to work in the environmental conditions required of this position.
• Valid PA driver’s license.

Additional Information

Please submit a cover letter, resume and three references with your application. Applications without all required documents will not be considered.

Did you know?

• We are a Public Service Loan Forgiveness Program qualified employer
• Employees are eligible for a 25% tuition discount program (and sometimes spouses and dependents as well) in partnership with area colleges and universities
• We offer comprehensive health coverage for employees and their eligible dependents
• Our wellness program offers eligibility into the discounted medical plan
• Employees receive paid vacation, sick leave, and holidays
• Generous retirement savings options are available

Successful candidate must be a city of Philadelphia resident within six months of hire

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: http://www.phila.gov/humanrelations/Pages/default.aspx

Please visit https://smrtr.io/44zxw to apply.