

## Cheyenne Mountain Zoo Job Opportunity



Position: **Construction Project Coordinator**

Wage: \$50,000 - \$60,000 per year (benefited)

### How to apply:

- All interested parties submit cover letter and resume through indeed.com by June 14, 2021
- When applying on indeed, be sure to answer all screening questions.
- Cover letter should include applicant's dates of availability.
- Cover letter should include how you can play a role in the Zoo's mission and vision in the role you are applying for if given the opportunity to work at Cheyenne Mountain Zoo.

### Principal Functions:

Support the Zoo in our mission "to be a leader in conservation, captive breeding and animal care; to connect people with wildlife and wild places through experiences that inspire action."

Help the Zoo achieve our vision of "Every kid. Every time. Goosebumps! Every kid, of any age, will have an experience of a lifetime with every visit."

Permanent Full Time benefited position: Shift will be 8-5 Monday through Friday. May be required to work a non-traditional work-week including one weekend day, and may need to work evenings, or other times outside normal work day for special projects.

### Cheyenne Mountain Zoo - JOB DESCRIPTION

**Position Title:** Construction Project Coordinator

**Department:** Planning and Operations

**Reports to:** Project Manager/Architect

**Supervises:** None

**FLSA Status:** Exempt

**POSITION SUMMARY:** This position will assist with capital and in-house projects by administering and organizing projects to support the team. This position will prepare documents for upcoming project meetings, facilitate cost estimates and site visits for new projects, assist in bid review, award and contract writing, as well as assist project managers with daily coordination of construction projects. This position is non-supervisory in nature. Promotes professional working relationships with both internal and external customers. Adheres to and supports all organizational policies, procedures and standards.

### QUALIFICATIONS AND REQUIREMENTS – ALL POSITIONS:

- High School diploma or GED is required
- Must submit to and pass a pre-employment drug/alcohol screening and criminal background check.
- Must have excellent written and verbal communication skills and demonstrate the ability to interact clearly and effectively with both internal and external customers.
- Must be able to provide proof that you can legally work in the United States.

- Must have a valid Driver's License and be insurable as a driver in the state of Colorado.
- Computer efficiency in computer applications such as Word, internet and email. Excel is a plus.
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public.
- Ability to make good decisions regarding support of the maintenance team
- Ability to remain calm under pressure
- Ability to work at a fast pace while still paying attention to detail
- Take ownership and pride in responsibilities
- Possess the ability to organize and prioritize while working with strict deadlines
- Available to work flexible schedule including weekends and holidays
- Able to work both alone or with minimal supervision and as part of a team

#### **QUALIFICATIONS AND REQUIREMENTS – POSITION SPECIFIC:**

- Bachelor's Degree preferred. Will accept directly related experience in lieu of education
- Basic understanding of mechanical, electrical, plumbing, HVAC systems, and construction practices is required
- Ability to clearly communicate project scope, constraints and schedule to both Zoo staff and contractors
- Creative problem-solving skills
- Computer efficiency in computer applications such as Word, Excel, PDF viewer, Internet, and E-Mail is required. Efficiency in Bluebeam and BIM software is a plus
- Must be able to read and interpret site plans, construction drawings and scopes of work
- Skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public
- Uses logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Identifies problems and review related information to develop and evaluate options and implement solutions
- Understands the implications of new information for both current and future problem-solving and decision-making
- Ability to research, draw conclusions, and summarize data for discussion and review
- Available to work flexible schedule at times, including weekends and holidays
- Able to work both alone or with minimal supervision and as part of a team

#### **RESPONSIBILITIES AND DUTIES**

##### **ORGANIZATIONAL EXPECTATIONS:**

- Maintain courteous, helpful and professional behavior on the job. Support the success of the entire team by promoting a collaborative work environment.
- Adhere to all CM Zoo Policies and Procedures, CM Zoo Safety Policies and Procedures, USDA guidelines and OSHA safety guidelines.
- Consistently contribute to problem-solving and cooperate with identified resolutions.
- Maintain discretion with confidential information.
- Demonstrate regular attendance and punctuality.
- Bring issues and process improvement ideas to the attention of the Supervisor.
- Maintain verbal and written skills required for the position.
- Attend meetings and participates in committees as required.
- Complete trainings as required.

- Adhere to Company Dress Code Policy. Always “Zoo Crisp!”
- Demonstrate appropriate level of time management in support of co-workers and the entire team.
- Represent the Zoo in a professional manner

#### **DEPARTMENTAL EXPECTATIONS:**

- Assist project managers with both short and long-term planning; prioritizing, coordinating and scheduling projects within budgetary constraints
- Maintains courteous, helpful and professional behavior on the job. Displays a willingness and ability to be responsive in a warm and caring manner to all customer groups.
- Consistently cooperates and supports organization in problem-solving issues.
- Brings all project schedule, budget or safety issues to the immediate attention of the supervisor
- Maintain a positive, productive relationship with all other Zoo staff
- Contribute to a positive work environment
- Expected to maintain integrity and honesty in the performance of duties
- Must be able to quickly shift from one assignment to another and handle multiple projects efficiently
- Must be able to work under exigent circumstances to finish task in emergencies and in the process maintain self-control, common sense, and good judgement

#### **POSITION SPECIFIC EXPECTATIONS:**

- Regularly communicate with vendors and contractors
- Report project status and performance data as required
- Ensure all PO's and Change Orders received are received/reviewed in a timely manner
- Coordinate meetings and site visits
- Responsible for tracking, reporting and progress updates of project on a regular basis
- Assist in coordinating and communicating project scope and associated disruptions, including special requirements, like contractor access to restricted animal areas, with Zoo staff, especial as they impact animal's regular routine and guests' experience
- Assist project managers, architect, landscape architect, and VP of Operations and Campus Planning with contracted construction and renovation projects within the Zoo (of all sizes), including costing, scheduling, site access coordination, and invoices
- Assist in preparing scope and cost estimates for proposed capital projects
- Assist in preparing contractual agreements for construction and renovation
- Assist in preparing RFPs, specification, bid documents and construction documents for bid and negotiation
- Prepare reports, records, and meeting minutes as required
- Organize and maintain project records, files, and documents
- Other duties as required

#### **BENEFITS AND COMPENSATION**

This Position is a fully benefited position including group medical, dental, vision life, and disability insurance; paid holiday, vacation & sick time; retirement plan, a zoo membership; and eligibility for the bonus program. Compensation for this position will be \$50,000-\$60,000 based on education and experience.

**INDEPENDENT ACTION**

Must be a self-starter, take initiative, possess a high level of multi-tasking ability under high degree of pressure and be able to work with limited supervision.

**EXTERNAL AND INTERNAL RELATIONSHIPS**

Must be a cooperative and collaborative member of the team and able to handle interruptions and requests for information and assistance from employees with an attitude of good customer service.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

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

- Physical Requirements - While performing the duties of this job, the employee is frequently required to stand; walk; lift heavy objects; sit; use hands to manipulate, handle or feel objects, tools, or controls; talk, see, hear and smell. The employee is required to reach and stretch with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to endure extremes in temperature and may work in hazardous environments where personal protective equipment is required. Requires full range of body motion, manual and finger dexterity, and eye-hand coordination; requires the ability to use department equipment, to communicate effectively; requires standing, walking, sitting (possibly for long periods of time) and performing repetitive tasks (including working on the computer) for up to the entire work day; requires the ability to lift/carry up to 70 pounds using appropriate body mechanics.
- Visual, Hearing and Communication Requirements - Requires corrected vision and hearing to within normal range, with or without reasonable accommodation. Must be able to communicate effectively in verbal and written form with all levels of personnel within and outside of the organization.
- Environmental Conditions – Working in a closed office environment and an outdoor environment. Work space may be shared. Working conditions may be noisy with fluctuating indoor and/or outdoor temperatures. May be exposed to a risk of bodily injury through contact with moving instrumentation, substances and other conditions common to an office or Zoo environment. Subject to exposure to animals or Guests which may have the potential for physical aggression. May be exposed to a risk of bodily injury through contact with moving instrumentation, toxic substances, bodily fluids, animal attack, communicable diseases, outdoor weather conditions and other conditions common in a Zoo environment. Subject to unpleasant odors. May be exposed to wet/humid/sunny conditions.
- Pressure Factor - Requires working under stressful conditions. Moderate pressure to meet scheduled and recurring deadlines.