

Cheyenne Mountain Zoo Job Opportunity



Position: **Zoo Landscape Architect and Horticulture Manager**

Wage: \$72,000 to \$82,000 (benefitted)

How to apply:

- All interested parties submit cover letter and resume through indeed.com by September 6, 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 benefitted position: Shift will be 8-5 Monday through Friday. May be required to work a non-traditional work-week occasionally to support projects, special events, etc.

Cheyenne Mountain Zoo - JOB DESCRIPTION

Position Title: Zoo Landscape Architect and Horticulture Manager

Department: Campus Planning

Reports to: VP of Operations and Campus Planning

Supervises: Horticulture Curator and Horticulture Staff

FLSA Status: Non-Exempt

PRIMARY ROLES:

This position two primary functional areas of responsibility, each with several primary roles:

- Zoo Landscape Architect:
 - Project development and construction administration of capital and in-house projects, as a part of a multi-disciplinary team.
 - Participate in master planning, project conceptual design, and project brainstorming with zoo leadership and stakeholders.
 - Conduct/Lead design charrettes, brainstorming sessions, etc. in the development of projects.
 - Protect the overall aesthetics of the Zoo campus including softscape, hardscape and building aesthetics as part of the planning for projects, renovations, and other improvements to the zoo campus.

- Serve as the Landscape Architect for projects part of design teams that consists of contracted firms.
- Horticulture Manager
 - Direct management of the horticulture team to that maintains all horticulture, irrigation, and hardscapes on zoo grounds. Current horticulture team consists of a Horticulture Curator, a senior horticulturist, 2 FT horticulturists, and 2 seasonal horticulturists.
 - Provide guidance to the horticulture team for horticulture improvements and renovation projects.
 - Provide guidance for short term and long term planning for all horticulture department activities

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor’s Degree in Landscape Architecture from an accredited school, and a professional landscape architecture license in the State of Colorado, or the ability to obtain a Colorado license through reciprocity.
- Minimum 5 years of professional experience as a licensed landscape architect.
- Experience directly managing/supervising staff a plus.
- Strong base of plant knowledge and of our local environment and microclimates.
- Professional skills including the ability to stay organized and (re)prioritize daily tasks while accurately communicating timeline expectations and working with strict deadlines; reading and interpreting site plans, construction drawings and scopes of work; efficiency in computer applications such as Word, Excel, PDF viewer, Internet, and E-Mail; proficiency in hand drawing and /or in CADD; efficiency in Bluebeam and BIM software is a plus
- Excellent written and verbal communication skills, the ability to interact clearly and effectively with both internal and external customers, the ability to clearly communicate project scope, constraints and schedule to both Zoo staff and contractors
- Exceptional interpersonal skills including establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff, and the public; ability to remain calm under pressure, and take ownership and pride in responsibilities
- Exceptional critical thinking and creative problem-solving skills; ability to research, draw conclusions, and summarize data for discussion and review; understand the implications of new information for both current and future problem-solving and decision-making; use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identify problems and review related information to develop and evaluate options and implement solutions, and have a high attention to detail while multi-tasking
- Ability to thrive in a high energy and fast-paced work environment.
- Able to work both alone or with minimal supervision and as part of a team
- Available to work flexible schedule at times, including weekends and holidays
- 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

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:

- 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.
- Consistently contributes to problem-solving and cooperates with identified solutions
- Brings all project schedule, budget or safety issues to the immediate attention of the supervisor
- Maintaining 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:

- Strong knowledge of local plants and of our environment and microclimates
- Regularly meet with Zoo President/CEO and other creative team members to brainstorm, develop and implement projects
- 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
- Track and report project updates on a regular basis
- Communicate with Zoo staff the project scope and associated disruptions, including special requirements for safety, impact to animal's regular routine and to guests' experience
- 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 annual bonus program.

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.