



Woodinville

GENERAL INFORMATION

Position Title: TZ Site Development Project Manager

Pay Status: Exempt Non-Exempt

Reports To: VP of Operation

Last Revision Date: Dec, 2019

POSITION SUMMARY

The Site Development Project Manager manages the development, build and oversight of our temporary structure through the installation and build of the permanent building. This entails drawing, budget development and management, timeline development, building code research, oversight of permit submittals, oversight of vendor selection, and coordination with the GC onsite and other aspects. The position will also require the ability to lead and direct others as well as interface with sub-contractors, vendors, clients and architects. This person will evaluate the project for progress, timeliness, work conditions and interface with outside and inside designers, owners, architects and subcontractors as needed. They will maintain awareness of the details of the project while understanding potential cause/effect, and solutions to items that arise on the project.

Design projects will develop for other cities as part of a site or as part of a show; the opportunity to work on design and construction is also available.

ESSENTIAL FUNCTIONS

Site and Project Development

- Ability to draft in CAD and provide initial site drawings and/or working drawings for specific projects
- Works with the city on permit application and applies for them as needed
- Sets meetings and manages communication with the city about permitting
- Manages the overall build timeline to bring project in on time
- Works with design/project group throughout the length of the project on overall building design concepts and plans.
- Oversee's coordination between building vendors
- Works with the GC to bring project in on time
- Prepares site drawings for presentations
- Create timelines as needed to define and guide the process
- Arrange for inspections as needed
- Attends meetings with city officials as needed

- Communicate with all levels of technical and operating management during design /build process
- Create the sub contractor information and develop process of sub contractor selection
- Meet and work with architects and designers as needed
- Generate solutions to meet design needs, illustrate the solutions in hand sketches, CAD drawings or 3D models.
- Collaborate with production experts to define fabrication methods.
- Develop design information for use soliciting bids from subcontractors as needed
- Solicit vendors or contractors as needed for projects
- Contribute to estimating hours and calendar time required for design work.
- Generate storyboards or written narrative to communicate design direction and goals

Budgeting

- Develop build budget for specific area's with backup detail
- Maintain awareness and responsibility for project costs.
- Spec equipment related to the theatre and the building as needed
- Order equipment for purchase or rental as needed
- Work with the finance department on contracts and billing
- Track project budgets and resource allocations to ensure alignment with project plans; interact with financial and project group for build and budget issues.

Scheduling

- Develop master timelines for segments of the development and build process and track them
- Maintain scheduling and deadlines for the job(s).
- Participate in weekly project meetings
- Maintain job information in a format that is in a consistent system
- Supervises work in progress at jobsite as needed

Other

- Work on other TZ related projects as needed
- Hires staff or vendors as needed for projects

JOB QUALIFICATIONS

Desired skills, education and experience:

- Be proficient with construction practices, methods, terminology and reading and interpreting construction documents, contracts, change orders, consultant agreements, master agreements, subcontract agreements, etc.
- Ability to work independently and in collaboration with a team
- Creative problem-solving skills, and team and consensus-building skills
- Honesty, integrity, a strong work ethic, good follow-through, and a sense of humor
- Ability to consistently implement several projects simultaneously in a fast paced environment.
- Significant experience as a strategic thinker
- Ability to review plans and specifications
- Advanced blueprint reading skill

- Strong knowledge of building codes and construction regulations
- Ability to ensure that top quality work is produced within allotted time frame
- Ability to lead and direct others as well as interface with sub-contractors, vendors, clients and architects
- Strong computer skills and knowledge of spreadsheet programs (particularly Excel) able to read and understand accounting reports
- Ability to lead a team

WORKING CONDITIONS/ENVIRONMENT

Works in a variety of environments. Position requires the ability to lift equipment weighing up to 50 pounds. Position requires a valid Drivers license. Must be able to regularly use hands and fingers as with a computer; see clearly in low light situations as are typical for backstage, must be able to regularly speak and write in English; and talk and hear.

NOTES AND SPECIAL REQUIREMENTS

Scheduling Expectations: Standard office hours with exceptions for installations and other extenuating circumstances. Position will require some travel.

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How to apply:

Please send a cover letter and resume in PDF format to: build-jobs@zinzanni.com
Subject line: TZ Site Development Project Manager application