



## Reid Park Zoological Society

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking a Construction & Grounds Maintenance Director. The Society is a 501(c) (3) nonprofit organization whose mission is to support, advocate for and enhance the value of Reid Park Zoo and its mission to encourage commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. As part of the voter initiative passed in 2017, Reid Park Zoo has plans for over \$60M in construction over the next ten years.

### Overview:

The Director, Construction & Grounds will provide leadership & oversight of ongoing operations and facilities to ensure the highest standards. The position will oversee the development, planning and execution of construction and other major capital projects in coordination with the City of Tucson who will oversee project management and procurement. The Director must possess an exceptional ability to lead and manage a team and develop strong, trusting relationships in order to gain support & achieve results with impeccable integrity and a high energy level. This is a hands-on position in a fast-paced environment of a growing organization.

Reid Park Zoological Society is an equal opportunity employer. This is a FLSA exempt, full time position. Please submit your resume to [hr@reidparkzoo.org](mailto:hr@reidparkzoo.org) No phone calls or office visits please.

## DIRECTOR, CONSTRUCTION & GROUNDS

**Reports To:** President

### Responsibilities:

#### Construction

- Coordinates activities relating to construction project management including oversight of work with architects, project managers, coordinators, and external consultants / contractors; monitors project specifics on an ongoing basis and ensures compliance with project objectives.
- Write scope of work for requests for proposals or qualifications.
- Acts as key liaison to the City of Tucson's project manager and procurement regarding constructions projects and bid processes, ensuring that information requested is provided in a timely manner and there is follow up on each stage of the process.
- Oversees and directs bidding, project management and construction for projects under \$100,000 including in-hour projects.

- Facilitates implementation and maintenance of construction projects and operational equipment within budget and within projected timetables.
- Responsible for overall financial budgeting and planning related to facility operations and capital projects.

### **Security**

- Ensures an ongoing effective security program that provides appropriate protection for the animals, employees and the visiting public. To maintain or upgrade procedures when necessary, to reduce the risk of injury.

### **Maintenance**

- Provides strategic direction for the continual development and efficient use of resources, including ongoing analyses of their effectiveness.
- Ensures that all buildings are in good condition and that facilities including animal care facilities, meet or exceed all state and federal requirements, including AZA standards.
- Ensure that all exhibit furniture is appropriate and safe. Ensures adequate light and ventilation in buildings and holding areas.
- Ensures regular program of water quality monitoring and documentation for all semi-aquatic and aquatic animals. Maintain life support systems and facilitate cleaning of large systems and pools.
- Manages all in-house and outsourced facilities services and functions for RPZS; ensuring standards of performance and outcomes are met according to service agreements and established best practices.
- Participates in AZA re-accreditation efforts including physical facilities and safety/security.
- Ensures all project decisions and agreements are made in the best interest of RPZS
- Working closely with the Maintenance and —Grounds Supervisors, provide project management for repair and maintenance projects, prioritizing items and making determination for whether projects are done in house or outsourced.
- Develop a program for addressing maintenance on a rotating schedule according to best practices for replacement and repair of building features, fixtures and furnishings.
- Work with the Maintenance and Grounds Supervisors to ensure the grounds, walkways, restrooms, parking lots and other features of the Zoo are kept clean, in good repair and are aesthetically pleasing for guests.
- Works with Animal Care staff assist with pest management program.

### **Grounds**

- Oversee the Grounds team to consistently maintain the Zoo's landscape at a high level creating an environment that is enjoyable and educational for visitors.

- See that a strong working relationship is developed with the animal care team in the design and maintenance of exhibit landscape.
- Oversee the management, development, and design of plant material in all exhibit and public areas.
- Work in tandem with Animal Care team to support browse program for animals throughout the year.
- Work with education team to provide information to the public regarding the plant life.
- Implement sustainable horticulture practices wherever possible.

### **Supervision**

- Provides supervision to direct reports & leads annual performance review discussions.
- Partners with Human Resources regarding recruitment, employee relations, performance management, compensation, staffing, training and related issues.
- Ensures company and regulatory compliance related to functional areas of responsibility.
- Creates, fosters and maintains a positive team-orientated work environment through effective leadership communication and cooperative professional interactions.
- Provides training, coaching and mentoring to encourage & promote employee development.

### **Management Team Member**

- Supervises the Maintenance and Grounds Supervisors. .
- Prepare status reports for management team, Board of Directors, City of Tucson and others as requested, showing status of construction projects and significant maintenance and grounds projects.
- Serves as primary liaison with Volunteer Committees as requested.
- Participate in Management Team meetings and other meetings as requested.
- Other duties as assigned.

### **Preferred Qualifications, Skills and Abilities**

- Bachelor's degree in business, project management, construction management or related field required.
- Minimum of 6-8 years in grounds/ maintenance/ facilities management experience with significant experience in governmental entities, public budgets and bid processes.
- Experience of large construction projects desirable.
- Possession of valid driver's license.
- Ability to develop & sustain effective working relationships.
- Excellent communication, leadership, influencing & presentation skills and ability to build relationships internally and externally.
- Ability to manage complex projects on time and on budget.
- Must be able to maintain discretion with confidential information.
- Must exhibit excellent organizational skills.
- Must be self-motivated and results oriented.
- Ability to read, analyze and interpret complex documents.

- Must be proficient with Microsoft Office and be able & willing to adapt to various other computer programs.
- Ability to use radio, telephone, and computer to communicate and follow written and verbal instructions.
- Must be able to sit for long periods of time performing computer work.
- Must be able to operate a variety of office equipment.
- Ability to lift up to 50lbs.
- Must be able to work in routine exposure to outdoor elements including exposure to soiled materials and light chemical substances.
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<b>Reviewed By:</b>	<b>Signature</b>	<b>Date</b>
Employee:		
HR Director:		