

# Houston Parks Board

## Capital Project Manager



Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit [houstonparksboard.org](http://houstonparksboard.org).

### Position Description

The Capital Project Manager will play a crucial role in advancing the mission and vision of the Houston Parks Board. This dynamic position requires a highly organized and proactive individual to oversee the design and construction management of park and trail projects, including new park and trail creation as well as the renovation of existing parks and trails.

HPB's Capital Projects team is an interdisciplinary department combining architecture, engineering, GIS, landscape architecture and real estate professionals, and project management support. The Capital Projects team is responsible for developing new park and trail projects, and overseeing the planning, design and construction of said projects. The Capital Projects team is focused on projects of various scales and sizes to expand and improve Houston's greenspaces:

- Greenways, or linear parks, along our bayou system to help make an interconnected network of greenspace throughout the region
- Neighborhood park renovations to ensure some of our most used parks are accessible and offer recreational amenities to our communities
- Regional parks, adding new, unique destinations
- Reconstruction, repair and upgrade of Bayou Greenways and other assets within our system

This position will be involved in multiple projects in the areas above and will report to the Director of Capital Projects.

### Key Responsibilities

#### I. Project Management:

- Oversee the planning, design, and construction of park and trail projects from inception to completion.
- Ensure projects are completed on time, within budget, and to the required quality standards.
- Coordinate internal resources, work with colleagues in other HPB departments (Land Acquisition, Conservation & Maintenance, Community Engagement, Development,

Accounting) as well as third parties (community organizations and stakeholders) to satisfy project needs.

**2. Design and Construction Oversight:**

- Oversee the development of project plans, specifications, and construction documents.
- Manage the procurement process, including the selection of consultants and contractors.
- Oversee construction activities, ensuring compliance with design specifications, codes, and regulations.

**3. Stakeholder Engagement:**

- Work closely with community groups, government agencies, and other stakeholders to ensure projects meet community needs and expectations.
- Participate public meetings and presentations to gather input and provide project updates.

**4. Budget and Resource Management:**

- Track and log contracts, change orders, and pay apps from contractors and consultants and route them to the internal accounting department.
- Develop and manage project budgets, ensuring efficient use of resources.
- Monitor project expenditures and prepare financial reports.
- Track project schedules, ensuring projects are delivered on time.

**5. Quality Assurance:**

- Implement quality control measures to ensure the highest standards of workmanship.
- Conduct site inspections, for certain projects, and address any issues or deficiencies promptly.

**6. Reporting and Documentation:**

- Maintain comprehensive project documentation, including progress reports, meeting minutes, and project correspondence.
- Prepare reports and presentations for internal and external stakeholders.
- Promptly and proactively communicate concerns to management.

**Preferred Skills and Qualifications:**

- Bachelor's degree in Landscape Architecture, Architecture, Civil Engineering, or Urban Planning.
- Minimum 3-5 years of experience in project management, including planning, design, or construction observation, preferably related to parks and trail work.
- Strong organizational and multitasking skills, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Proficiency in MS Office 365 (Word, Excel, PowerPoint, SharePoint, Outlook, and Teams), Microsoft Project, GIS
- Knowledge of relevant regulations, and construction practices.
- Commitment to the mission and values of the Houston Parks Board.

**Compensation and Benefits**

This is a salaried, exempt position with a range of \$85,000 - \$95,000 based on relevant skills and experience. HPB provides a competitive benefits package, including medical, dental, vision, and life insurance, a 403b retirement plan, and generous paid time off. This role is a hybrid position with some in-office time required.

To Apply:

Email your resume and cover letter to [bethtaylor@houstonparksboard.org](mailto:bethtaylor@houstonparksboard.org) with "Capital Project Manager" in the subject line of your email.

Interviews are by appointment only. No telephone calls, please.