



POSITION DESCRIPTION

CONSTRUCTION PROJECT MANAGER

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Construction Project Manager provides professional, administrative work in the management of construction projects by authorizing and monitoring the work of architectural and engineering consultants and contractors. The position is on the Capital Projects Team in the Facilities Department, and reports to the Construction Manager.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Assist in the development of scopes of work and pre-planning budgets.
- Participate in the selection of contractors and consultants.
- Review consultants' plans and specifications throughout development for conformance with program and design standards and for completeness and accuracy; suggest changes, additions, and corrections; receive and review design options and incorporate them as appropriate; monitor cost estimates and schedules; review and approve invoices and payment applications, attend and/or conduct meetings, write meeting notes and reports.
- Coordinate bid advertisements and distribution of construction documents to bidders; schedule and assist in conducting pre-bid conferences; assist in evaluating bids and making recommendations for award of contract.
- Assist in coordinating contract signing with contractors; schedule and assist in conducting pre-construction meetings; originate Notices to Proceed to contractors and work orders to consultants and testing labs; review and approve requisitions, invoices and supporting data from contractors, consultants, and testing labs; review field inspection reports.
- Assist in the preparation of schedules and monitor construction progress; keep Vizcaya staff informed; assist in the preparation of change orders to contract; ensure compliance with policies and procedures prior to execution of change orders; review change proposal requests and advise on establishing priorities for the initiation of change orders; keep records of contingency allowance and payments.
- Assist in the inspection of projects; prepare lists of any deficiencies; prepare performance reports on contractors and consultants; assist in the final determination of project completion and

recommend final acceptance; review projects for positive and negative features for benefit of future projects.

- Screen issues during the warranty period and delegate assignments for correction; consult with supervisor on solutions to special problems during warranty periods that are not the responsibility of the contractor and must be solved by means outside the original contract. Conduct a final year-end warranty inspection before the end of the warranty period to rectify any outstanding issues. Perform special investigations, site analyses and feasibility studies as required.
- Keep supervisor informed of projects' progress through regular internal meetings and construction meetings, including issues, conflicts, and problems, change orders, construction schedule and delays, and impacts on other Departments.
- Coordinates projects with other Departments that may be impacted or influenced by the work of the project.
- Maintains a meticulous record-keeping system for each project, including budgets.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 3 years of work experience in the design, construction, or management of construction projects.
- Bachelor's degree in Engineering, Architecture, Construction Management, or a related field.
- A State of Florida Professional Engineer license, State of Florida Registered Architect license, Miami-Dade County or State of Florida General Contractor's certificate, Miami-Dade County or State of Florida General Building Contractor certificate, or Miami-Dade County or State of Florida General Engineering Contractor certificate, a Certificate of Eligibility in General Building or General Engineering may substitute for the required education.
- Demonstrated leadership, team building, communications, project management and fiscal management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy, and innovation.
- English fluency.
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, and education.
- Certification as Certified Construction Manager (CCM) or Project Management Professional (PMP).
- Experience managing projects at museums or other cultural institutions.
- Experience managing projects on historic properties, with a special emphasis on National Historic Landmarks, and knowledge of the Secretary of the Interior's Standards.
- Familiarity with the City of Miami and/or Miami-Dade County procedures, processes, and departments.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$77,000 for someone meeting the requirements of the position to approximately \$86,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portions involving interaction with the public, community members, partners, donors, vendors, contractors, and other constituents on and off-site. Physical ability to access construction sites is required. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Periodic evening and weekend work is required.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal-opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

Updated June 27, 2024