



CAPITAL PROJECT MANAGER

POSITION SCOPE:

The Capital Project Manager oversees, plans and organizes large construction, renovation, and overall campus improvement. As the on-site manager, you will coordinate and oversee construction projects from inception to completion. The Capital Project Manager oversees a multi-million dollar capital Master Plan and associated budgets. This Manager informs the Strategic Management Team and coordinates timely completion of projects around the events calendar. This is an onsite, exempt, full time position with generous benefit and leave package.

COMPENSATION: \$115,000-\$135,000 per annum

The Capital Project Manager reports to the Director of Operations and the CEO

SCOPE OF WORK:

- Manages and plans capital construction and major maintenance projects
- Manages onsite contractors and coordinates with Director of Operations for in-house trade resources
- Solicits, evaluates and manages project consultants such as architects, engineers, designers, surveyors and special inspections
- Administers project plan review and permitting through County, City or other appropriate jurisdictions
- Develops project scopes, bid packages and evaluation process of project proposals
- Develops and manages project time-lines in conjunction with year-round events schedule
- Develops and manages project budgets, tracks actual costs and change orders and keeps continuous project cost projections during all phases of projects
- Reads and evaluates plan drawings for accuracy and completeness, suggests value engineering during design and construction phase to reduce costs and ensure functionality
- Develops and manages project archive and documentation
- Manages in-house CAD function and archive, map room and drawings,
- Facilitates facility infrastructure mapping projects through consultants, in-house inspections and discovery
- Prepares and executes annual major maintenance and capital budget
- Communicates effectively with all stakeholders on the financial performance of projects
- Creates presentations and presents information to the Strategic Management Team, Board of Directors and Board committees
- Embraces our core values and upholds them in the work environment

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Project construction management
- Hazardous materials regulations and contract law
- Uniform Building Codes, Cal OSHA and Americans with Disabilities Act

- County, state and federal laws, statutes, ordinances related to facilities infrastructure construction and maintenance activities
- Principles and practices of building and grounds, maintenance and facilities management
- Computer applications related to the work

Skills and Abilities

- Communicates effectively both verbally and in writing including writing of proposals and oral presentations
- Manages major construction and renovation projects effectively
- Budget development and administration
- Prepares clear and concise reports, presentations and written material
- Skilled at reading and interpreting plans, diagrams, blueprints, maps and specifications
- Uses initiative and independent judgement within general policy guidelines
- Establishes and maintains effective work relationships with those contracted in the course of work
- Works under stringent timelines and under pressure
- Competently and professionally responds to correspondence
- Comprehends large files of digital data

Experience/Education

- Experience managing budgets in excess of \$5 million
- Minimum of 4 years of on-site construction project management
- Proficient in Microsoft Suite: Word, Excel, MS Projects, PowerPoint, Outlook, SharePoint and Teams
- Experience managing well systems and water treatment plants is desirable
- Experience with CAD, Turbo CAD or Google Sketch Up is desirable
- Bachelor's degree in related field or General Contractor's license
- High school diploma or GED equivalent required

The Alameda County Fair team is driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we strive to focus on our values-community, inclusive, excellence, collaborative, innovative, positive, environment and the celebration of our successes!

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting live horse racing, over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals welcoming nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds.

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Human Resources