

DIRECTOR OF CAPITAL PROJECTS AND FACILITIES

FORT WAYNE ZOO



JOB DESCRIPTION

Revised: 1/25 | Reviewed: 1/25

Position Title: *Director of Capital Projects and Facilities* **Supervisor Title:** *Vice President of Operations* **FMLA Status:** *Exempt*

PURPOSE

The Director of Capital Projects and Facilities directs all capital and major improvement projects by actively participating in project planning, development, management, and execution with members of the leadership team, key stakeholders, and external design professionals. This position also oversees facility and system maintenance, including facility upkeep and repair, horticulture functions, and life support systems. This position also serves as a member of the Senior Leadership Team and strives to embody the zoo's values at all times, contributes to positive guest experiences, and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Oversees effective project implementation and facility maintenance, including capital projects, maintenance, horticulture, and animal life support systems.
- Leads capital project stakeholders and external design professionals in the development and execution of capital projects with a focus on reducing guest interruption, increasing value, providing enriching animal environments, and meeting aggressive budgets and schedules.
- Provides oversight and management of all phases of construction and project management.
- Oversees general contractors, vendors, design professionals, and in-house staff on daily project and maintenance needs in line with regulatory standards and in partnership with other stakeholders.
- Collaborates with zoo leadership to identify and prioritize annual CIP and capital project needs.
- Manages the overall project development process through all phases of the Project Life Cycle.
- Champions the zoo's Campus Plan to ensure deadlines and Board of Directors and Executive Leadership Team expectations and requirements are met.
- Remains familiar with AZA standards for facility, exhibit, and building construction and maintenance. Ensures maintenance and planning are an active, ongoing priority to meet and exceed standards.
- Researches and recommends purchase of vehicles and equipment within the assigned budget.
- Oversees department leadership, ensuring preventative and reactive maintenance of rides, exhibits, facilities, and attractions, ensuring compliance with state/federal regulations, regularly assessing condition, maintaining accurate records, and planning solutions for common occurrences and back up plans for emergencies.
- Oversees department leadership, ensuring appropriate planning and maintenance of landscaping and enclosure plantings throughout existing and new spaces.
- Develops staff programs such as skills enhancement training.
- Manages and ensures cost-effective, sustainable, and environmentally conscious department operations.
- Evaluates facilities as a whole and participates in planning improvements. Proposes capital projects for maintaining and improving facilities, including project scope, budget, and timeline.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Collaborates with Animal Care for animal life support systems, ensuring systems are well maintained and new systems and improvements are appropriately designed to achieve high standards of animal wellbeing.
- Inspects work progress and provides guidance.
- Ensures safety compliance on jobsites and work areas.
- Evaluates department organization and processes and initiates improvements as appropriate.
- Oversees schedules, daily duties, and projects of department managers, supervisors, and team members.
- Works a flexible schedule to support special events and after-hours programming as needed.
- Assists with Team Member Orientations, serving as a guide or subject matter expert as appropriate.
- Participates in Senior Leadership Team meetings and discussions in order to advance the zoo's mission and plan for the future of the organization.
- Supports the zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for zoo team members, volunteers, guests, and supporters. Embraces these fundamentals in leadership practices.
- Assists with special projects and helps other zoo team members as needed.
- Actively contributes to positive guest experiences.

Supervisory Responsibilities

- Participates regularly in the Director on Duty (DOD) and Incident Commander programs, including evening and weekend shifts as required.
- In partnership with People Services, assists in determining staffing needs; interviews, hires, and orients department team members; prepares and administers regular evaluations; conducts coaching, disciplinary, and termination conferences.
- Provides support and supervision to team members.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Bachelor's degree in engineering, construction management, design, or related field is required.
- Five years of construction, engineering, project management, or related field experience is required.
- Three years of supervisory experience is required.
- Direct experience working in various software packages including MS Word, MS Excel, MS Project, and Adobe Design Suite is required.
- Valid driver's license and ability to be insured and operate zoo vehicles are required.
- SharePoint, Sketch-up, AutoCAD, REVIT, and other BIM software application experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general commercial construction, codes, and practices.
- Knowledge of strategic planning in the areas of budgeting, analyzing, and benchmarking.
- Ability to read, interpret, and explain construction documents.
- Knowledge of sustainability best practices including LEED, energy star, City of Fort Wayne building code, and Green Design Standards and ability to keep up to date as best practices change.
- Knowledge of mathematical principles to make calculations, balance and reconcile figures, and make changes accurately.
- Basic understanding of mechanical, electrical, plumbing, HVAC systems, life support systems, maintenance, and construction practices.
- Excellent innovative skills.

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- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to troubleshoot, analyze situations, and make sound business decisions.
- Ability to make independent decisions and manage time effectively.
- Knowledge of Microsoft Office software.
- Strong organizational skills.
- Knowledge of general office procedures and practices.
- Knowledge of correct grammar and sentence structure.
- Ability to create and manage budgets.
- Strong project management skills.
- Ability to effectively and proactively train and supervise team members.
- Ability to make independent decisions and delegate responsibility and duties.
- Knowledge of management practices to effectively direct and lead team members.
- Ability to build a positive and respectful culture of teamwork, collaboration, and accountability.
- Ability to work a highly flexible schedule as required to successfully perform the requirements and functions of the position, including required weekend, evening, holiday, and irregular hours.
- Ability to handle confidential information.
- Ability to understand and follow all safety regulations.
- Ability to track and manage multiple tasks and priorities.
- Ability to arrive at work when scheduled and maintain a positive attendance record.
- Ability to as a goodwill ambassador, in every respect and at all times, for the Fort Wayne Zoological Society and the Fort Wayne Zoo in contacts with guests, partners, and the community.
- Ability to deal tactfully and politely with guest questions and misbehavior.
- Excellent communication skills to establish and maintain effective working relationships with team members, volunteers, partners, and the community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to regularly travel assigned areas several times per day and efficiently enter all assigned areas.
- Ability to negotiate a confined workspace while working with one or more coworkers.
- Ability to read reports, receipts, and other statements.
- Ability to properly lift and carry items up to 25 pounds.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.

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