



Capital Asset Management Program Manager Rockford Park District

Contact Name: Jean Olivencia
Contact E-mail: jeanolivencia@rockfordparkdistrict.org
Contact Phone: 815-987-1645
Closing Date:
Salary: \$83553.60 - \$125025.80 / Year

Description:

Capital Asset Management Program Manager:
<https://secure6.saashr.com/ta/6099707.careers?ShowJob=604432324>

- Location - 401 South Main Street, STE 101, Rockford, IL, 61101-1321, United States
- Base Pay - \$83553.60 - \$125025.80 / Year
- Job Category - Full-Time, Capital Planning
- Employee Type - Full Time Exempt
- Required Degree - 4 Year Degree
- Manage Others - Yes
- Minimum Experience - 5 Years
- Maximum Experience - 8 Years

Contact information

- Name: Dan Jacobson
- Phone: 779-200-2177
- Email: danjacobson@rockfordparkdistrict.org

Description

Title | Capital Asset Management Program Manager

Department | CPAM

Status | Full Time

Office Location | Webbs Norman Center

Reports To | Superintendent of Operations

FLSA Status | Exempt

Position Description | As a steward of the District's capital assets, is responsible for overseeing and optimizing District's long-term capital assets, including property, equipment, and infrastructure, by monitoring their condition, managing maintenance schedules, budgeting for replacements, and ensuring compliance with regulations, aiming to maximize asset value and minimize operational disruptions while aligning with the organization's strategic goals.

ROCKFORD PARK DISTRICT VISION, MISSION AND LEADERSHIP BY VALUES

Agency Vision | To be the best urban parks and recreation system in North America, as measured by national standards and the citizens we serve.

Agency Mission | The Rockford Park District is in business to “help people enjoy life” by providing a quality park and recreation system.

Vision & Planning System | The District aligns itself and all its resources to achieve its purpose, vision, mission, and priorities. This successfully drives the strategic plan, operational plans, and performance goals.

Policy Management & Operations System | Every team member serves as an active contributor in the development of the team’s operational plan; develops job strategies and plans that support the team’s operational goals; identifies timetables for completion; plans daily work activities in an organized manner ensuring effective utilization of time and resources in the completion of job tasks.

Leadership by Values System | Leadership by Values can only be achieved if all team members believe in and live by these shared values: accountability, integrity, passion, agility, relationship oriented, results driven, service oriented, respectful, and innovative. While all team members share these essential values, our culture is enriched by and welcomes the diverse supporting values of its team members.

Diversity, Equity, Inclusion and Belonging Statement | The Rockford Park District is committed and accountable to being a place where everyone is invited and belongs, as demonstrated by being an inviting, equitable, and inclusive environment, respectful of all people, embracing diversity, creating accessibility and valuing all team members, partners and community members for their unique experiences and backgrounds.

RELATIONSHIPS TO RESULTS CULTURE

Definition | Sustained by long-term, positive, exceptional relationships with stakeholders and team members as our hallmark of success.

ONE TEAM, ONE GOAL COMMITMENT

Definition | To work together to achieve the mission, vision, and shared values of the Rockford Park District.

Connectedness | Departments are truly interconnected to support the mission and vision of the Rockford Park District.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned

Leadership by Values Support and ensure a culture of diversity, equity, inclusion and belonging exists in all areas of the Rockford Park District.

Establish and maintain a high level of citizen confidence.

Demonstrates the principles of One Team, One Goal in daily interactions with staff and guest.

Assist with establishing and maintaining exceptional relationships with internal team members and external stakeholders.

Operational Excellence Develops and directs all processes related to the implementation of the Capital Asset Management Program.

Responsible for the identification of all CAMP projects (including scope and project budgets) that are in the CAMP database.

Establishes building and facility infrastructure inspections on a recurring basis to update District-wide CAMP database.

Initiates remedial actions as a result of building inspections that identify safety/environmental violations to ensure compliance with regulations and mandates.

Develops specifications for site/building preventive maintenance programs for vendors and/or staff.

Prepares and maintains a comprehensive financial forecasting plan that indicates future CAMP funding needs.

Creates preliminary repair & replacement projects list and budgets for the annual C.I.P. budget process.

Works with Capital Planning and Development staff to identify local, state, and federal grant or alternative funding opportunities that address needs identified to the CAMP Program.

Negotiates fees with consultants when required.

Continually evaluates repair and replacement project expenditures to assure budget compliance. Evaluates options for repair & replacement project implementation to identify most efficient use of funds.

Manages the planning and implementation of approved repair and replacement projects.

Delegate with Park District staff on non-CIP projects as requested.

Assist Museum staff with Capital improvement projects

Provide Capital maintenance team members training and necessary resources in project management. **Performance Management/Development** Supervises CIP Project Managers in regards to general duties, including updating and maintaining CAMP database.

Works with facility and maintenance staff to develop project score, and subsequently the drawings and specifications for repair and replacement projects.

Communicates with staff, contractors, and design consultants to insure successful and timely completion of projects.

Communicates with supervisor and appropriate staff on repair & replacement problems, priorities, and Schedules.

Hires and schedules consultants and contractors to complete assigned projects.

Identifies training needs and collaborates with training manager to develop training models to enhance current skills, knowledge and practices as related to CAMP.

Pursues education and training on new issues, trends, procedures, and techniques.

Conducts inspections to assure work performed meets expected quality standards.

Has available updated project status information.

Maintains hard files for all C.I.P. projects

Community Relations/Partnerships

Communicates with design consultants, contractors, and vendors seeking input on options for solutions for the immediate and/or long term by maintaining a knowledge of internal and external resources for community projects.

Compliance

Attends safety training programs as required. Establishes industry standards for a preventative maintenance program for all parks, buildings, and infrastructure. Creates new policies and procedures for the interfacing of the repair & replacement programs with a preventive maintenance program.

Maintains a working knowledge of department safety procedures. Attend safety training programs and educational in-service trainings as required.

Requirements

Education/Experience

Bachelor's degree (B.S.) required in Construction Management, or a related field. A minimum of 5-8 years of related field experience.

Critical Skills, Knowledge, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: Ability to use design principles in project development and implementation. Knowledge of construction management practices and procedures. Knowledge of budget preparation and control; project scope identification and critical path methods for project implementation. Strong communication and leadership skills. Ability to function in a very flexible environment. Ability to lead and facilitate groups, committees, on complex issues and projects. Ability to maintain project quality control, and demonstrate analytical skills to identify solutions to various problems. Can create effective, detailed proposals or reports. In-depth knowledge of physical plant organization and administrative procedures. Knowledge of Rockford Park District policies, procedures, and functions. Utilization of technologies to enhance productivity and performance (e.g. Information Management Systems). Working knowledge of automated project management and preventative maintenance

programs. Working knowledge of codes and labor laws. Work effectively with other District employees, partners, vendors, donors, and volunteers Ability to professionally network and publicly represent the district Have a team orientation approach when working with others Ability to travel as needed and maintain a valid driver's license

Physical Requirements

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:

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. Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria as described above are met.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: Works in normal office environment. Outside at construction sites minimally.

Summary

As a steward of the District's capital assets, is responsible for overseeing and optimizing District's long-term capital assets, including property, equipment, and infrastructure, by monitoring their condition, managing maintenance schedules, budgeting for replacements, and ensuring compliance with regulations, aiming to maximize asset value and minimize operational disruptions while aligning with the organization's strategic goals.