

# PROJECT MANAGER

Our Client is a Resort Company that works in multiple arenas. They own, manage and lease unimproved and improved real estate, the improved portion of which currently includes industrial, commercial, residential and public use properties.

## DEPARTMENT OVERVIEW

The Design & Development Department has six primary roles within the Company:

- Master Planning – Identify new development opportunities and create asset strategy, develop master plans, budgets and schedules for implementing these opportunities
- Data Management – Organize and manage all planning, design and asset maintenance information in electronic and paper form to support Department and Company needs for easy access to data when needed.
- Design – Facilitate the efficient review and approval of all proposed improvements through professional presentation of design ideas to Senior Management and Ownership.
- Project Management – Primary responsibility for managing the planning, design, entitlement and construction of new resort development projects within schedule, budget and quality parameters.
- Maintenance – Define the Company strategy for each existing asset and implement an efficient maintenance program to achieve that strategy for each asset.
- Real Estate Development – Prepare business and implementation plans for development of assets that are not part of our Company owned and operated facilities. This includes executing agreements with third-party tenants and development partners for certain retail & dining venues as well as for residential land development opportunities.

## PRINCIPAL DUTIES PERFORMED BY THE PROJECT MANAGER (PM):

The PM position will focus on the planning, design and development a range of growth and renovation projects within the Company's Development Program. The projects comprise a range of project types including: master planning, ground-up development, asset repositioning and adaptive reuse. The projects also comprise a range of sectors including: hospitality, residential, recreational and commercial.

Following is representative sample of projects that the Company is pursuing and that the PM may be involved in managing: (this list is fluid and changes with the needs of our owners, operators and development conditions):

### 1. **Hotel Renovation:**

1. Program & Business Plan: The Company has identified the need to carry out a major renovation at one of the hotels in the portfolio. The renovation aspires to help reposition the hotel as well as upgrade the bathrooms and interiors. The PM will develop the project program and business plan for internal approval.
2. Due Diligence: The PM will be responsible for identifying pertinent building system issues that need to be resolved in the renovation; structural, electrical, plumbing – all need to be analyzed and properly priced out for upgrades.
3. Design: The PM will hire third-party consultants to complete permit and construction documents. The PM will coordinate with the internal Design Team to secure internal design approval from the Design Committee and work with the City Building and Planning Departments to secure the required permits. Through the process the PM will work with the Architect to develop pricing documents to ascertain project cost through the design process.
4. Construction: The PM will develop the final project budget and schedule, bidding and awarding the construction contract, and will oversee the general contractor's work through completion.

## 2. **Inn Renovation:**

1. Program & Business Plan: A unique hotel in the portfolio, this project comprises an asset repositioning and development opportunity at a hilltop location overlooking Avalon Bay. The project involves an interior renovation with the possible expansion of the hotel through addition of new, ground-up, hotel accommodations on a portion of the property's grounds. The PM will develop the project program and business plan for internal approval.
2. Design: The PM will hire third-party consultants to complete permit and construction documents. The PM will coordinate with the internal Design Team to secure internal design approval from the Design Committee and work with the City Building and Planning Departments to secure the required permits. Through the process the PM will work with the Architect to develop pricing documents to ascertain project cost through the design process.
3. Construction: The PM will develop the final project budget and schedule, bidding and awarding the construction contract, and overseeing the general contractor's work through completion.

## 3. **Aerial Adventure Attraction:**

1. Program & Business Plan: Centered on a new technology the Company has identified a possible new attraction to be implemented at the existing Zip Line course. The PM will work with the SVP of Operations and VP of Activities to develop the project, determine the business plan and create the program for the attraction.
2. Design: The PM will hire third-party consultants to complete permit and construction documents. The PM will coordinate with the internal Design Team to secure internal design approval from the Design Committee and work with the City Building and Planning Departments to secure the required permits. Through the process the PM will work with the Design/Build firm to develop pricing documents to ascertain project cost through the design process.
3. Construction: The PM will develop the final project budget and schedule, bidding and awarding the construction contract, and overseeing the general contractor's work through completion.

## 4. **Residential Projects:**

1. Program & Business Plan: The Company has identified a preliminary program for development of for-sale and rental housing. The PM will develop the project programs and business plans for internal approval.

2. Master Planning: The PM will be responsible for overseeing development of the lotting plan, the new entry road layout and definition of other infrastructure needed to support the development.
3. Regulatory: The project likely will require processing of an EIR to address its impacts. The PM will hire the consulting team and will be responsible for completing the EIR and all other permitting entitlements required.
4. Design: The PM will hire third-party consultants to complete infrastructure and site engineering. The PM will coordinate with the Department of Real Estate to secure a Subdivision Report for the development of the for-sale housing component and will develop architectural design guidelines and CC&R's for both products to establish standards for the community.
5. Construction: Development of the community infrastructure and finished lots will be the responsibility of the PM. Developing the final project budget and schedule, bidding and awarding the construction contract, and overseeing the general contractor's work through completion.

### ACCOUNTABILITY

The PM will report to the Director of Development. The Director of Development will supervise the PM's workload and project progress.

### WORK LOCATION

As PM, travel is required to facilitate the project work, to analyze projects and assets, coordinate planning and programming with various departments, execute design development, meet with the Design Review Committee and to oversee construction. Typically, the PM will travel 1-2 days per week; however, during construction more travel may be required. Because of the frequent travel, this position will require someone with an extremely strong work ethic and the discipline to work independently.

**QUALIFICATION REQUIREMENTS:** In addition to being able to capably perform the specific job duties listed above, the PM should possess the general knowledge, skill, and/or abilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE:

Four-year degree in design, architecture or related technical field from an accredited college is required. Master's Degree in Real Estate Development, Design or Business – is considered very desirable. **ten to fifteen years'** experience in residential, commercial, hotel or mixed-use development project management is preferred.

### COMMUNICATION SKILLS:

Successful applicant must be able to concisely summarize complicated issues verbally and in writing. Must be able to discern the most important information and communicate same to management promptly.

### OTHER SKILLS and ABILITIES:

- Experience processing building permits and entitlements will be extremely helpful in successfully performing this role.
- Deadline Oriented; Self-Motivated
- Strong organizational, problem-solving and analytical skills
- Experience preparing project budgets in Microsoft Excel and project schedules in Microsoft Schedule (or similar) is preferred; pro forma underwriting for deal analysis a plus
- Experience in Design and Presentation programs including: Photoshop, InDesign, PowerPoint, SketchUp and AutoCAD; Creative Suites proficiency a plus
- Highly developed skills in presenting projects to agency staffs and to agency officials at public hearings
- Team-oriented and collaborative approach to work
- Strong attention to detail and focus on accuracy
- Excellent interpersonal, relationship management and negotiation skills
- Demonstrated ability to plan and organize projects
- Desire to work in a fast-paced environment

### 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.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects or tools; reach with hands and arms; and talk and hear. The employee is also required to frequently stand and walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.