



Parks Tacoma
Capital Project Administrator

SALARY	\$7,987.44 - \$10,934.79 Monthly \$95,849.25 - \$131,217.53 Annually	LOCATION	Tacoma, WA
JOB TYPE	Career Full-time Non Represented	DEPARTMENT	Business, Administration and Planning
OPENING DATE	02/14/2025	CLOSING DATE	3/2/2025 11:59 PM Pacific

Job Description

Based on our internal equity review process, the starting salary for this position will be \$95,849.25 yearly

To allow for growth and salary progression the full salary range is \$95,849.25 - \$131,217.537 annually. Employees will have the opportunity to move through the posted range based on annual performance reviews and merit increases.

Parks Tacoma is seeking a qualified candidate to fill the Capital Project Administrator position within the Planning and Asset Management Division of the Business Administration and Planning Department.

The Capital Project Administrator supports the delivery of capital projects under the Capital Development and Major Maintenance Business Unit of Park's Planning Division. This Business Unit manages a high volume of impactful park improvement projects within an integrated planning environment, delivering essential facilities to the Tacoma community with an equity emphasis. Through the Strategic Vision, Parks Tacoma is seen as central to the continued transformation of Tacoma as a healthy, cohesive and vibrant community. The Capital Program Administrator must embody the core values of the District as set forth within its long-range and strategic planning framework and demonstrate a commitment to fulfilling a vision for Tacoma as a 'City in a Park'.

The ideal candidate will have a strong understanding of project management with a keen sense for the role of public parks and recreation facilities as critical urban infrastructure contributing to broader community health and wellness outcomes. This position will support the Capital Program Managers in the delivery of capital projects and demands an ability to manage multiple capital projects simultaneously. The scale of projects ranges from simple major maintenance replacements up to high-profile, multi-million dollar projects with a high degree of complexity.

Work where you play!

Join our team at Parks Tacoma to put your skills to use serving your community and making Tacoma a vibrant, healthy, and welcoming place to live.

Who We Are

Parks Tacoma is a CAPRA-accredited and AZA-accredited, independent park district that leads efforts to build a healthy, sustainable community. Located in Tacoma, Washington, Tacoma Parks' mission is to create healthy opportunities to play, learn, and grow. The independent park district spans the city providing a wide range of life-enriching destinations and services, including 70+ parks, 80+ miles of trails, 1,000+ acres of urban forest, 66 playgrounds, four community centers, Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park, Point Defiance Park, and much more. Our work is guided by eight core values that are the foundation of our actions and goals: innovation, excellence, equity, inclusiveness, sustainability, accountability, safety, and fun.

Why You'll Love it Here

Come work where you play! You will contribute to the overall vitality and well-being of your community when you work for Parks Tacoma, and you'll do so as part of a supportive team of committed, passionate, and mission-driven professionals. The people of Parks Tacoma are the key to its success, and you just might be the next great addition to our team. You'll receive a competitive wage, along with an attractive benefits package, including medical, dental, retirement, vacation, holidays, and much more. On top of that, you'll wake each day knowing that you're helping make Tacoma a great place to call home.

Position Information

Under the general direction of an assigned supervisor, perform a variety of duties involved in the development and management of Park District's real property; manage professional level planning, design, construction phase, and consultation activities and assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices; communicate with and provide technical information to planning personnel, engineers, contractors, developers, outside agencies, the general public and others regarding projects and activities.

The Project Administrator position will typically manage smaller and less complex projects.

In the performance of their respective tasks and duties all employees are expected to:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Observe applicable safety requirements, use safety equipment provided, implement appropriate safety practices at all times and report immediately any unsafe working conditions or hazards.

Essential Duties

- Participate individually and as a member of cross-departmental work groups in the implementation of goals, objectives, policies, and priorities pertaining to Planning, Design, Construction and Asset Management.
- Coordinate the activities of multiple concurrent projects, at various stages of development and complexity, in the delivery of new, renovated and enhanced park and recreation facilities district-wide.
- In close collaboration with District staff, outside agencies and community representatives, assist in the development of project scopes, budgets, communication plans and schedules for various planning and development projects.
- Coordinate the work of planning, design and engineering consultants including writing Request for Qualifications (RFQ's), Request for Proposals (RFP's), selecting consultants, negotiating contracts and supervising completion of the contracted work.
- Facilitate communication interdepartmentally and with other agencies regarding Planning, Design, Construction and Asset Management; Conduct research as needed to respond to public inquiry and in support internal and external communications.
- Serve as a liaison with other District departments, agencies, and other interested parties to coordinate project and program area activities, which may include: coordinating planning activities; serving as a project spokesperson; organizing, participating in, and conducting meetings and presentations; and/or performing other related activities.
- Coordinate the activities of professional services, environmental, surveying and other specialized firms in the execution of park improvement projects; prepare related project scopes; coordinate the consultant selection process; negotiate and manage contracts; review and respond to reports and work products; evaluate the performance of consultants upon completion of work.
- Prepare and deliver reports and recommendations to District supervisors, managers and executive leadership including written narrative, diagram and support graphics in a variety of presentation media.
- Perform construction-phase review to ensure conformance/performance of contractors with design, specification, and contract documents; administer and apply related contracts; negotiate schedules and schedule adjustments for design and construction; coordinate project close-out and budget reconciliation; prepare reports, correspondence, advertisements, and official documents regarding project status, progress, and payments; and/or performing other related activities.
- Ensure compliance with construction contractual requirements and conditions from design phase through warranty phase; initiate, negotiate, and process contracts; administer contract change orders and addenda.

- Authorize payments to contractors and consultants; verify accuracy of invoices and project accounting; implements and tracks Local and State grant budgets for projects.
- Assists in the preparation of environmental checklists; preparation and filing of permits with Local and State agencies; preparation of grants for Local and State agencies.
- Prepare sketch designs as required for various planning, design and construction solutions; provide hand-draw or computer generated graphics as appropriate to the scope, scale and detail required.
- Maintain current knowledge of Planning, Design, Construction and Asset Management trends and techniques; assure compliance with limitations and parameters of new laws, rules and regulations related to these fields.
- Participate in planning around life-cycle and cost-benefit analysis for parks and facilities assets. Assist in the gathering and tracking of data to inform decisions regarding long-term, sustainable parks and facilities resiliency and management.
- Identify opportunities for sustainability and green infrastructure application to problem solving. Offer guidance to ensure protection and enhancement of critical areas and infrastructure.
- Perform related duties as assigned.

Minimum Qualifications

EDUCATION & EXPERIENCE:

Bachelor's degree in landscape architecture, architecture, civil engineering, urban planning and design, parks and recreation management, project management or closely related field and three (3) years of increasingly responsible experience in the construction, planning, design, and permitting including at least two (2) year of successful construction project management. An additional 4 years of related experience can substitute for the degree required.

LICENSE & OTHER REQUIREMENTS:

- Professional landscape architecture, architecture, and/or engineering project management license is highly desirable.
- Valid Washington driver's license with acceptable driving record required.

Additional Information

ENVIRONMENT:

- Office work environment
- Working outdoors to conduct on-site visits.
- Driving a vehicle to conduct work.
- Noise, dust and fumes.
- Night meetings.
- Extensive contact with the public.

PHYSICAL ABILITIES:

- Walking and climbing steps and embankments to conduct on-site visits.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Hearing and speaking to exchange information and make presentations.
- Ability to detect variation in color as part of duties.

HAZARDS:

- Working around and with machinery having moving parts while conducting on-site visits.
- Chemical fumes, odors and gases from printing machine, construction equipment.
- Contact with dissatisfied or abusive individuals.
- Computer terminals, cell phones.

KNOWLEDGE OF:

- Project management principles, methods, and practices.
- Facility organization, policies, and procedures.

- ADA rules and regulations for accessibility
- Design and development techniques for parks and recreation facilities.
- Practices to promote diversity, inclusion and equity in the planning, development, and management of district resources.
- Construction standards and methods.
- Park and urban planning principles and practices.
- Applicable Federal, State, and Local laws and regulations.
- Budgeting principles.
- Contract management principles and practices.
- Project accounting principles, practices, and methods.

ABILITY TO:

- Communicate effectively orally and in writing to variety of audiences in order to generate support for new strategies.
- Develop and negotiate solutions to challenging problems.
- Coordinate complex projects.
- Direct and assist architects, engineers, and landscape architects involved in preparing plans, studies, reports and drawings related to the planning process.
- Direct contractors in constructing park capital projects.
- Prepare and coordinate presentations and reports.
- Attend meetings and facilitate communication with elected bodies, special interest groups and the general public.
- Read, interpret, apply, and explain rules, regulations, plans, policies and procedures.
- Administering contracts.
- Communicate clearly verbally and in writing.
- Take initiative with minimal supervision.
- Extract and record data and carry out calculations accurately.
- Manage time efficiently and effectively through scheduling and prioritizing.
- Work within and contribute to the effectiveness of a team, respecting differences.
- Report for work regularly and on time.

PARKS TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

Parks Tacoma employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Parks Tacoma is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resources at hr@tacomaparks.com.

Employment is subject to a national background check.

This position is an at-will position with no written or implied contractual agreement.

Benefits

OVERVIEW (more detailed information can be found at Parks Tacoma [Benefit Information](#))

Life Insurance: Provided at no cost to the employee through Unum, amount is equal to annual salary up to \$275,000. Benefits will reduce at age 70.

Retirement Plan: All employees are covered under the Public Employees' Retirement System through the Washington State Department of Retirement Services (DRS).

Medical Coverage and Dental Coverage: Parks Tacoma pays 90% of the total cost of medical/dental coverage for employees and their dependents. If you enroll in a medical and/or dental plan and add dependents you will be required to provide documentation to show eligibility. Coverage begins the first of the month following the date of employment. Medical coverage is offered through Kaiser. Dental options include Delta Dental Service and Willamette Dental.

Health Care and Day Care Reimbursement Accounts: A benefit plan that allows you to pay for health care or dependent care expenses with "before tax" dollars.

Deferred Compensation (457 plan): Optional employee paid retirement savings plans are available through Empower, MissionSquare, and WA State Deferred Comp Program.

Paid Holidays for career employees: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Two Floating Holidays are granted after successful completion of the probationary period.

Vacation: 13.33 hours earned monthly (20 days per year).

Sick Leave: 8 hours earned monthly.

Administrative Leave: 40 hours granted per year.

Employee Assistance Program (EAP) –SupportLinc provides emotional wellbeing and work-life balance resources to keep you at your best. Administered by CuraLinc Healthcare, the program offers guidance to help you address and resolve everyday issues at no cost to you or your family.

Community Center Fitness Pass - All Parks Tacoma employees get a Staff Pass to use at our community centers. The All Center Pass allows access to all four centers – Center at Norpoint, Eastside Community Center, People's Center and STAR Center.

Did you know... Benefits at Parks Tacoma include more than the great options for medical, dental and vision. There is so much more to our overall compensation package. Here are a few highlights:

- **Beyond Medical, Dental and Vision:** All medical plans include Naturopathy, Massage therapy and Chiropractic care (some restrictions apply). See the [benefits summaries](#) for more information.
- **An Ounce of Prevention is Better Than a Pound of Cure:** Stay ahead of the game by taking advantage of the quality preventative care our plans have to offer. Preventative care is covered at 100% so you are not charged the deductible or pay co-insurance for preventative care. See the [benefits summaries](#) for more information.
- **Tax Free Health Accounts:** Parks Tacoma offers Flexible Spending Account options that allow you to set aside money on a pretax basis for out of pocket medical and/or childcare expenses. Sign up at the start of the year with open enrollment. If you have chosen the High Deductible Health Plan (HDHP), you will receive a Health Savings Account with an employer provided contribution. Check out the [benefits page](#) for more information.
- **Be Ready for Retirement:** Retirement plan options include the required PERS contributions AND also several Deferred Compensation Plan (457 plan) Options. Retirement savings can help you set yourself up for success now (lowering your federal income tax threshold through savings on a pre-tax basis) and later. Check out the [benefits page](#) for more information.
- **Everyone Needs a Helping Hand:** Employee Assistance Program – this program offers confidential, professional AND FREE 24/7 resources to all Metro Parks Tacoma employees. The program offers resources for things like: counseling, legal and financial services, ID theft victim resources, Daily living information, elder and child care, stress reduction tools, website access, newsletters, webinars and more.
- **Preparing for the Unexpected:** Life Insurance & Accidental Death/Dismemberment Insurance is paid for by MPT and at no cost career employees. The amount is equal to your annual salary up to \$200k. Check out the [benefits page](#) for more information.
- **Getting Fit:** Fitness Center Pass – ALL Parks Tacoma employees are eligible to use our fitness facilities and even participate in many class at various community centers for FREE!

- **Checking Out All That MPT Offers the Community:** Employees are provided an annual familiarization pass that becomes their passport to explore a variety of opportunities available throughout the District.
- **Supporting Work/Life Balance:** Alternative Work Arrangements – Some positions have the option to remote work upon meeting requirements. This is a great benefit as it allows MPT to reduce our carbon footprint and employees to achieve better work/life balance.
- **Taking a Break:** All MPT employees receive sick leave and career employees receive excellent Sick, Vacation and Holiday leave packages.
- **Making a Difference:** There are multiple ways to make a difference beyond the work you do. MPT employees can contribute to the [Legacy Campaign](#) through payroll deduction (or one time payment). You can also participate in a [Day of Service](#) with permission from your supervisor, be a member of the dragon boat team, donate blood at one of our member blood drives, or volunteer with our partner organizations.

Note: THIS BENEFIT OVERVIEW IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED HEREIN MAY BE MODIFIED AND/OR REVOKED WITHOUT NOTICE.

Employer

Parks Tacoma

Address

4702 S. 19th St.

Tacoma, Washington, 98405

Website

<https://www.parkstacoma.gov/>

Capital Project Administrator Supplemental Questionnaire

***QUESTION 1**

Do you meet the minimum qualifications for this position: Bachelor's degree in landscape architecture, architecture, civil engineering, urban planning and design, parks and recreation management, project management or closely related field and three (3) years of increasingly responsible experience in the construction, planning, design, and permitting including at least two (2) year of successful construction project management. An additional 4 years of related experience can substitute for the degree required.

- Yes
- No

QUESTION 2

Please explain, in detail, how your experience and/or education meets the minimum qualifications.

***QUESTION 3**

Please provide specific examples of projects you have managed over the last 5 years. What challenges and successes did you experience on these projects?

***QUESTION 4**

Do you have a valid driver's license?

Yes

No

***QUESTION 5**

Please indicate if you have any driving tickets, accidents and/or infractions listed on your abstract of complete driving record? (Please note: if selected for further review you may be required to provide a complete driving abstract).

* Required Question