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OPERATIONS: Administrator of Architectural Land Use and Capital Project Manager

US-NY-Chautauqua

1 month a

ID 2019-3023 **# of Openings** 1 **Category** Operations: Architectural

Overview

Chautauqua Institution is a 'not-for-profit' global convener of dialogue and debate on the most significant issues of the day through engagement across four pillars of arts, education, religion and recreation. The Chautauqua Community is located on the shores of Chautauqua Lake in Southwestern New York State and comes alive each summer with a unique mix of fine/performing arts, lectures, interfaith worship/programs, and recreational activities.

Mission: Chautauqua Institution is dedicated to the exploration of the best in human values and the enrichment of life through a program that explores the important religious, social, and political issues of our times; stimulates provocative, thoughtful involvement of individuals and families in creative response to such issues; and promotes excellence and creativity in the appreciation, performance, and teaching of the arts.

Vision: Chautauqua aspires to create an informed, engaged, and renewed public that fosters and actively contributes to a more civil society, nationally and within the various communities represented by its individual constituents and partners.

Responsibilities

Position Summary

The **Administrator of Architectural & Land Use Regulations and Capital Projects** reports to the Vice President of Campus Planning and Operation with some direction from the Facilities Director/Capital Projects Manager to direct and enforce Chautauqua's Architectural and Land Use (ALU) Regulations, which govern private property owner construction activities; performs and/or oversees architectural/engineering design, estimating, scheduling, and project management in a manner that coincides with, and advances the strategic and operational mission of Chautauqua Institution.

Duties and Responsibilities

Capital Projects

- Design and/or oversee the design teams for capital projects at Chautauqua Institution and The Athenaeum Hotel in constant collaboration with the Vice President of Campus Planning & Operations, and Facilities Director/Capital Projects Manager.
- Lead, develop and publish annual capital project lists, and monthly capital project cost/schedule reports, and project management level accounting systems.
- Establish and maintain strong working relationships and communications with department representatives in the development of project designs, capital project details, and scheduling to establish consensus prior to finalizing project scope, milestones, and timelines.
- Initiate and manage capital purchases associated with capital projects and operations. Analyze costs and schedules to understand performance outcomes versus budget and identify inconsistencies, initiating corrective action as necessary. Provide regular updates on the status of capital projects, including changes to cost or schedule.
- Procure, manage, and maintain professional relationships with outside suppliers, vendors and contractors. Continuously endeavor to optimize quality and cost effectiveness of all purchases and contracts in the best interests of Chautauqua Institution;
- Support planning, preparation, execution, management, quality control, and follow-up of all capital projects and administrative functions.
- Develop and maintain Building Condition Surveys of Chautauqua's built assets and use this information in the development of capital projects and maintenance plans in coordination with the Facilities Director/Capital Projects Manager;
- Observe, be aware of, and envision working methodologies, operational strategies, and built-environment aspects that may help improve the community, resident/patron, and staff experiences at Chautauqua Institution. Share these observations and visions with the Vice President of Campus Planning & Operations.
- Comply with federal/state laws and codes regarding acquisition of required permits for assigned activities as well as record keeping requirements.
- Establish effective work processes and organizational systems to maximize individual and collaborative performance.
- Remain current and progressive on design, construction, project management and all matters relative to this industry.

Architectural and Land Use Regulations

- Master comprehension of the existing Architectural and Land Use Regulations (ALU), and the Rules and Regulations of Chautauqua Institution.
- Evaluate applicant projects from property owners for compliance with the ALU Regulations, and for appropriate architectural design style and building element characteristics that help to maintain the character of the various Chautauqua neighbourhood districts.
- Collaborate with and guide the Assistant to the Administrator of Architectural and Land Use Regulations.
- Manage and adapt contractor authorization processes within the spirit of the Architectural and Land Use Regulations. Maintain a consultative relationship with architects, designers, material suppliers, and contractors working on property owner projects.
- Manage and adapt construction compliance certificate application processes, reviews, approvals and follow-ups.
- Determine which projects require a review by the Architectural Review Board and manage this formal process within the ALU Regulations complying with the established submission and meeting schedules.

- Participate in all Architectural Review Board meetings and provide technical guidance to the Architectural Review Board during these proceedings.
- Establish and maintain regular, timely communications with the community regarding notifications, meeting records and ARB rulings.
- Enforce all Architectural and Land Use Regulations. Maintain a database of recommended updates to the Architectural and Land Use Regulations and administer the development and publication of updates.

Qualifications

Formal Education Requirements

- Bachelor's Degree in Architecture, Engineering or Construction Management is required. Equivalent combination of education/experience may be considered. Project management certification, historic preservation certification, and/or LEED accreditation are highly desirable.

Formal Experience Requirements

- Minimum 5-years of design and construction project management experience. Experience on a campus, in a community, resort or college/university with multiple structures and landscapes is strongly preferred.

Skills and Abilities

- In-depth knowledge of Architecture/Engineering/Construction, Design, Budgeting, Schedules, Capital Project Management, Co-Worker/Guest Relations, Contract/Vendor Negotiation, Federal/State/Local Codes and Laws, Permitting/Record Keeping. Working knowledge of environmental concerns (indoor air quality, site, hazardous materials, storm-water management, sustainable design, etc.)
- Must have excellent interpersonal skills and problem-solving abilities with a capacity to successfully and professionally address multiple priorities and deadlines at one time. Exercises sound independent judgement to confidently resolve concerns and provide solutions with highest expectations of external/internal service standards as well as team members and community expectations.
- Consultative nature with the ability to judiciously apply and enforce rules and regulations, while maintaining cooperation, integrity, and respect. Advanced written/verbal communications skills to direct and collaborate with diverse groups at all levels.
- Excellent aesthetic design sense, and strong understanding of historic preservation guidelines.
- Ability to conduct effective presentations in front of various-sized audiences.
- Prompt, decisive, confident decision-making abilities.
- Strong organizational skills with focused attention to details and schedules.
- Working knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and SharePoint). Ability to frequently conduct internet research and use web-based system. Working knowledge of project scheduling software such as Primavera, Microsoft Project, Timberline, or other scheduling software preferred. Computer-aided-design knowledge and abilities is a plus.

Working Conditions and Environmental Hazards

- When checking on progress of projects/activities or working at special events, the position involves limited risk associated with motor vehicles, heights, electrical and pneumatic equipment and moving parts, heat in summer and cold temperatures in winter. Risk of slips and falls. Incumbent is expected to adhere to all safety requirements to ensure safety of self, direct/indirect reports, vendors, guests and visitors.

Physical Requirements

- Position involves non-repetitive assignments that require independent judgment and decision-making. There is occasional lifting up to 50 lbs. without mechanical assistance. Position involves frequent standing, climbing, and walking between buildings and around campus, including some difficult terrain, combined with necessary office time.

Contacts

Internal Contacts:

Interaction with all Chautauqua Institution functional areas, including both year-round and seasonal staff members. Regular contact with the Board, President, Vice Presidents/Executive Leadership Team, Senior Staff, and General Manager-Athenaeum and other department managers.

External Contacts:

Contact with property owners, architects/engineers, contractors, vendors/suppliers, town/county/state officials, and patrons.

Supervision and Guidance

There are no direct-reports to this position. Provides guidance and technical direction to ALU Assistant and other administrators. Provides architectural design consultation to various user-group leaders, property owner-applicants and design team members.

Qualified candidates should apply online at CHQ.org/employment. You can learn more about Chautauqua Institution at CHQ.org and the 150 Forward Strategic Plan at 150fwd.chq.org

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