

Washington
STATE FAIR
EVENT CENTER

PROGRAM AND SUPPORT SERVICES MANAGER

The Washington State Fair Events Center (WSFEC) is hiring a Program and Support Services Manager to lead and manage the organization's capital projects, facilities planning, construction management, property enhancements, project scheduling and building upgrades. As part of the WSF Leadership Team, you are responsible for assisting with the overall leadership and management of the Washington State Fair capital and non-capital projects. This includes project development, design, and construction coordination as well as project budget management.

This position oversees documentation, and adherence to regulatory requirements and standard design guidelines. This position will also assist with development and coordination of project scope and schedule activities between designers, contractors, and numerous departments within the organization. In addition, this position will manage the lifecycle conditions of facilities, building equipment, and systems; plus assessing, documenting, and planning for property preservation and sustainability. The position oversees operational areas, to include Sign Shop operations and personnel, Parking and Transportation, Phone systems, Clean Buildings Compliance, and Campus A/V.

ESSENTIAL JOB DUTIES

- Leads and manages the Washington State Fair's capital projects, facilities planning, construction management, property enhancements, project scheduling and building upgrades.
- Manage the capital construction program including monitoring the day-to-day operation of the general contractor and subcontractors.
- Amend construction contracts within delegated authority.
- Provide professional guidance and input to the Chief Operating Officer assessing risks and liabilities that warrant administrative review. Identifying opportunities for facility improvements while assisting in budget development and planning.
- Plan and facilitate regular project meetings and maintain project records.
- Coordinate building commissioning process including equipment start up and testing, optimizing operation (Coordinate work of the commissioning firm).
- Assemble and provide drawings, specifications, and standards documentation to project consultants.
- Responsible for planning cost estimation and project management of minor repairs, renovations, building upgrades and capital projects in coordination with the Operations Manager
- Serve as a liaison between consultants, contractors, regulatory authorities having jurisdiction, and various WSFEC department administrators during construction projects and planning.
- Provide progress response and photographic history of the work as needed in communication and presentation format for stakeholders.
- Collaborates with Operations department managers and supervisors regarding management of annual building structure maintenance, aesthetic upgrades, facility and event support, landscaping grounds projects and project cleaning programs.

- Monitor and oversee construction project standards and schedules; ensure compliance with Washington State Fair Event Center's property design and construction standards.
- Manage the long-term use of facility conditions through regular condition assessments that include prioritizing recommendations for re-investment to preserve and extend the useful life-cycle preservation and sustainability through planned and organized maintenance programs.
- Manage the Sign Shop operations and personnel in support of wayfinding, building and campus signage, and turnover event signage installations.
- Oversees parking and transportation for the organization. Coordinates staffing, scheduling, and partnerships with other agencies such as the City of Puyallup, Pierce Transit, Sound Transit, Ride Share Transportation Network Companies, and other transportation services. Manages parking lots and lot attendants for WSF Signature Events and other events as needed.
- Manages the WSF networked phone system.
- Serves in the role of Building/Property Manager for Clean Building Act compliance.
- Oversee and coordinates the campus wide A/V systems
- This is not intended to be an exclusive list of all duties and responsibilities. Other related duties and/or responsibilities may be assigned by management.

IDEAL QUALIFICATIONS

- Associate degree in Architecture, Construction, Business Management, Engineering or related field and five years of industry experience, or an equivalent combination of education and experience that demonstrate the competency requirements of project and/or construction management.
- Construction project management experience desired.
- Industry and trade certifications will be considered in evaluation of educational requirements.
- Must have an in-depth knowledge of construction terminology, regulatory compliance, specifications, drawing interpretation, equipment, materials and practices associated with project management.
- Must have working knowledge of building, fire, electrical, mechanical, and plumbing codes. Land use planning regulations, WISHA/OSHA safety regulations and environmental protection requirements along with county and city permitting application processes.
- Bachelor degree and seven years of experience in trade areas noted above is a plus and will be highly considered.
- Must have the ability to establish and keep effective working relationships with others.
- Be skilled in oral communications and have good organizational / negotiation skills.
- Flexible and the ability to work well under pressure with good attention to detail.
- Must work independently, have the ability to analyze situations accurately, and take effective actions in executing specific tasks.
- Competency to calculate cost estimates in materials, bid summary budgeting, and experience in financial issues related to construction projects and labor scheduling.

- Experience utilizing industry software to review, process, manipulate and communicate through various software programs and platforms. Desired software experience includes MS Office applications, Bluebeam Revu, CAD or BIM software and project management software. Preferred software experience: MS Excel, Bluebeam Revu, AutoCAD, Revit and Workzone.
- Degree/Certificate in Project, Business, or Human Resources Management, Project Management Professional (PMP) or other Project Management Institute certification, Construction Specifications Institute CDT, CCCA, CCS, Project Management Institute certification, and/or similar credentials.
- Experience with the preparation and management of annual budgets.
- Must be proficient and effective at planning, organizing, scheduling, overseeing, and evaluating programs and personnel.
- Must have the ability to work independently and as a contributing member of the Fair team, developing a positive atmosphere within the organization.
- Must have comprehensive knowledge of the proper use of personal protection equipment.
- Must have the ability to work as a contributing member of the Fair Facilities and Operations leadership team, developing a positive atmosphere within the organization.
- This position requires the ability to work in all weather conditions, and lift and/or move up to 50 lbs. Interior and exterior work settings.

COMPENSATION & BENEFITS

The pay range for this position is \$90,000 to \$120,000/annually based on an assessment of knowledge, skills and experience of the candidate offered. Employees are offered healthcare coverage options which include medical, dental, vision, long term disability insurance and are able to enroll in the Fair's 403(b) plan. Employees accrue ten vacation days and eight sick leave days a year which can be used once accrued. Additionally, employees enjoy fourteen paid holidays throughout the calendar year.

HOW TO APPLY

Please email cover letter and resume to jillianc@thefair.com. Job posting will remain open until the position is filled.

WHO WE ARE

Located in the shadow of Mt. Rainier, the Washington State Fair Event Center features a 165-acre, campus-like setting for year 'round use. The events center hosts 129+ events throughout the year plus the organization's self-produced signature events.

Started in 1900, the Washington State Fair is the largest fair in the state and in the Pacific Northwest, and one of the biggest in the world. The 20-day fair starts the Friday of Labor Day, and welcomes more than a million guests who enjoy top-name entertainment, animals and agriculture, feature exhibits, shopping, the arts, food and rides. Each April, the Washington State Spring Fair is held over two weekends featuring animals, agriculture, shopping, free entertainment, food and rides.

In addition to the fairs, the Washington State Fair Event Center produces Oktoberfest Northwest in October, The Taste Northwest in July, and Holiday Magic in December. Oktoberfest Northwest features three days of great food, drinks, entertainment and activities for all ages. The Taste Northwest is a three-day extravaganza welcoming a diverse array of restaurants, food trucks, and entertainment for all ages. Holiday Magic is a festive winter experience filled with lighted displays, ice skating, live nativity animals, festive food and drinks, rides, a night market and more!