Job Position: Manager, Public Realm and Special Projects

The Energy Corridor District (District) is at an exciting juncture in time. We are building on our past successes and embarking on strategic initiatives that will impact the future of the Energy Corridor for years to come. As such, the District is seeking a results-oriented, self-motivated, collaborative, and strategic minded professional to serve as our Manager, Public Realm and Special Projects.

About the Energy Corridor District

The Energy Corridor District (District) is an advocate for one of Houston’s premier business centers and destinations. Established in 2001 by the Texas Legislature as Harris County Improvement District #4, The District was created to promote, develop, encourage, maintain employment, commerce, transportation, housing, recreation, arts, entertainment, economic development, safety, and the public welfare within its boundaries.

Home to the headquarters and regional offices of prominent global firms within the energy sector and beyond, the District consists of over 2,000 acres, stretching along IH-10 from Kirkwood Road to west of Barker Cypress Road, and extending south along Eldridge Parkway to south of Briar Forest Drive. The District also offers access to assets such as Buffalo Bayou, Terry Hershey Park, various recreational trails, and adjacency to over 26,000 acres of parks and open space. The Energy Corridor features over 20 million square feet of Class A Office Space, over 8,500 units of Class A apartments, and commercial land available for future development.

Position

Under the direction of the Executive Director, this role will serve as the District’s “boots on the ground” with responsibility for project and/or construction management related to landscape and hardscape planning and implementation, ground maintenance obligations, amenity management and programming, and special projects within the public rights-of-way spanning District boundaries. The role will regularly collaborate and interact with representatives of government and public agencies, as well as District stakeholders and constituents, including staff, property owners, property managers, employers, small businesses, and property owner’s association. Additionally, this role will also be responsible for internal partnering and providing input on strategic planning projects to ensure elements of those initiatives requiring construction are implementable.

Essential Duties and Responsibilities

District-wide Landscaping, Hardscaping, Maintenance, and Amenity Management

- Lead and manage daily tasks and sequencing related to the District-wide ground maintenance program, including landscape and hardscape planning and
implementation, irrigation, litter and trash removal, graffiti abatement, and other
ground maintenance obligations, etc.

- Oversees and collaborates on district-wide amenity management services, such as
  selection of amenity locations, maintenance, repairs, or replacements of bus shelters,
  benches, bike racks, bollards, pedestrian lighting, signage, and various other streetscape
  elements
- Develop, lead, and manage District’s holiday décor program
- Implements aspects of the District’s Design Standards and Streetscape Guidelines
- Collaborate with District staff to coordinate and/or troubleshoot issues with
  landowners, property owners’ associations, and public agencies for any improvements
  made adjacent to or impacting property, tenants, and/or public right-of-way
- Coordinate and troubleshoot issues with private utility companies and contractors
  operating within public right-of-way located in District boundaries to minimize damage
  to District amenities and sense of place features
- Conduct site visits within the District’s boundaries to ensure grounds are being
  maintained accordingly and to identify opportunities for improvements
- Manage the District and its stakeholders 311 submittals, while working closely with the
  City of Houston Department of Neighborhoods, Public Works, etc. to ensure a successful
  resolution of submittals
- Ensure internal coordination with District staff to facilitate successful interactions with
  the City of Houston, Harris County Pct. 3, TXDOT, METRO Houston, property owners’
  associations, etc.
- Demonstrated knowledge of current trade standards, as well as plant care selection, to
  include establishment, pruning, irrigation, and other relevant skills to support
  landscaping and seasonal plantings
- Ensure comprehensive consideration of safety across all projects

Project and/or Construction Management

- Represents the District to government and public agencies, engineering firms, and
  contractors during construction projects
- Provides project management, construction management, and oversight related to the
  design, bid, build, cost estimating, sequence scheduling, and technical documentation to
  implement various construction projects, such as capital improvements, trails,
  intersections, sidewalks, crosswalks, bike lanes, and various sense of place initiatives,
  etc.
- Advocate for and work towards solutions with responsible public entities that accelerate
  improvements to roadways, traffic signals, above and below ground infrastructure, and
  other capital needs within public right-of-way
- Oversee and manage contracts, grants, consultants, and vendors for related
  professional services
- Develop and manage special projects, construction projects, and maintenance program
  budgets
• Develop, review, and approve all administrative documents, including monthly invoices and bills, grant and other contractual reporting, project status reports, etc. related to special projects and maintenance
• Coordinate and lead procurement processes for professional and maintenance services
• Attend District board meetings and provides reports and updates, as needed
• Collaborate with District’s staff to ensure synergy across the organization
• Ensure comprehensive consideration of safety across all projects

This position will also be responsible for performing other related job duties as required.

**Essential Qualifications and Skills**

• Bachelor’s degree in a related field is required. Advanced degree and/or relevant certifications and licenses are preferred
• A minimum of seven (7) to ten (10) years of relevant professional experience is preferred.
• Relevant experiences may include project management, construction management, landscape architecture, campus or facilities operations, etc.
• Understanding of construction documents, plan approval methods, and familiarity with local municipalities and their processes
• Strong experience with contracts, and grant funding and reporting is preferred.
• Strong organizational and planning skills
• Excellent written and verbal communication skills
• Strong interpersonal skills, such as the ability to build and nurture relationships with a diverse of group stakeholders with competing interests
• Collaborative and works well in a team environment, well organized, ability to multi-task, act proactively, prioritize work and meet deadlines, while providing exemplary customer service
• Excellent reasoning, strong decision-making skills, and the ability to work independently, while effectively communicating progress, schedules, and issues of concern
• Excellent analytical and quantitative skills
• Accountable with keen attention to details
• Advanced skills and proficiency with the suite of Microsoft Office products, including PowerPoint, Excel, and Word
• Working knowledge of GIS development platforms and Adobe Creative Suites (Photoshop, InDesign, Illustrator) is a plus

**Employment Type**

Full-time

**Salary**
Salary range is contingent upon knowledge and experience. Full benefits, including health, dental, and vision insurance, and retirement contributions.

How to Apply

A letter of interest and resume/CV is required. Please send a complete application package to employment@energycorridor.org.