

Groundwork Jacksonville is the primary non-profit organization working to restore and connect the streams and parks of Jacksonville's "Emerald Necklace" to revitalize the historic urban neighborhoods of our city's urban core. Our mission is to create sustainable environmental change in urban neighborhoods through community-based partnerships. Focus areas include creek restoration, trail building, park development, green infrastructure implementation, public art, and youth leadership development. Groundwork partners with neighborhood residents, private and non-profit partners, local businesses and government officials to identify environmental improvements that will advance equitable, healthy, vibrant communities and empower the next generation of community leaders.

### **Trail Project Manager**

Groundwork Jacksonville (GWJax) is seeking a Trail Project Manager who will oversee design and construction of the Emerald Trail. The Emerald Trail will be a 30-mile bicycle/pedestrian concrete trail when completed. Groundwork is partnering with the City of Jacksonville (COJ) to build 20 new miles of trail. Click here to view the Emerald Trail Master Plan:

<https://groundworkjacksonville.org/emerald-trail/>

### **Job Summary**

The Trail Project Manager position (TPM) will start as a part-time position that may lead to a full-time position within a year. GWJax is open to hiring a staff person or a consultant. The TPM is initially responsible for managing and overseeing the production of design and permitting of trail segments, including scope of work, schedule and budget. COJ, through a Request for Proposal process, will contract with a design/engineering firm and GWJax TPM will manage the consultant team and the design project. See attached Memorandum of Understanding. The TPM works with the CEO, Trail Implementation Committee, COJ Public Works, volunteers, municipal land managers and private landowners.

### **Responsibilities**

The first project is to design the "Model" project from the S-Line to Stonewall Street through the LaVilla neighborhood. See attached map. This 1.3 mile trail segment does not require any land acquisition.

- Manage the design/engineering consultants
- Approve all design and construction elements
- Coordinate project planning with the Trail Implementation Committee
- Manage the 10-year trail implementation schedule
- Create and manage project bids, proposals, contracts, subcontracts, invoices, project documentation and job cost analysis
- In conjunction with COJ, develop project scopes and negotiate fees
- Oversee and provide support to volunteers working on trail projects
- Create positive relationships with volunteers, residents, businesses, landowners and government officials
- Work with the Community Engagement Specialist to garner community input during the trail design process
- Provide monthly project status updates to the CEO and City Project Manager
- Write project reports
- Provide public presentations as needed
- Develop project budgets
- Implement policies and procedures in risk management and safety guidelines if needed
- Coordinate projects with City staff, private landowners, government agencies
- Assist with the development of a trail maintenance plan

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**Qualifications**

The ideal candidate must be a self-starter, work well independently as well as accept supervision; have a passion for creating a nationally renowned urban trail/greenway; and demonstrate an ability to work collaboratively with a wide range of people from different backgrounds.

- Project management experience
- Experience in managing and permitting of horizontal civil engineering, landscape and permitting services
- Highly organized with attention to detail
- Strong oral and written communication skills
- Ability to work with and manage volunteers
- Basic computer skills: Word, Excel and PowerPoint
- College degree
- Familiar with trail design, construction and maintenance concepts and techniques is a plus
- Experience working with/for a municipal or state government a plus
- Background in landscape architecture, transportation planning, urban planning, civil engineering or construction management is ideal

**Compensation:** Salary is based on qualifications

**Application Deadline:** May 1, 2019

**Start Date:** Around June 1, 2019

**To apply:** Please submit a letter of interest and resume by email to [kay@groundworkjacksonville.org](mailto:kay@groundworkjacksonville.org) with the subject header Trail Project Manager.

Groundwork Jacksonville is an Equal Employment Opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification or any legally protected status.