Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Sr. Project Manager & Cost Estimator
Announcement Number SE-23-0170

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>September 28, 2023</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>October 11, 2023</td>
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<tr>
<td>PAY BAND:</td>
<td>N</td>
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<tr>
<td>SALARY RANGE:</td>
<td>Up to $130,000 (Commensurate with Experience)</td>
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<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington, DC</td>
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Who may be considered for employment: All qualified candidates eligible for employment in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

KEY REQUIREMENTS
- Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- U.S. employment eligible without sponsorship

SUMMARY: The Senior Project Manager & Cost Estimator is responsible for providing expert technical advice and guidance on comprehensive project management and cost-engineering services for a variety of revenue-generating projects for Smithsonian Enterprises.

The incumbent has broad responsibility and considerable technical independence for the development of all technical aspects of cost engineering and execution of projects. They develop, implement and execute specific costing programs for projects to ensure effective planning, quality, and cost control measures from pre-project planning, design, construction, and operations and maintenance.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include, but are not limited to, the following:
- Manages SE projects of all scale simultaneously from small to highly complex projects and includes responsibility of preparing project briefs, project plans, project schedules, risk management plans, communication plans, budgets and any other relevant project documentation.
- Serves as Project Team leader and mentor. Trains Project Managers.
- Advises supervisor on all identifiable risks associated with projects completion and obtains decisions from management on changes to project scope.
- Collaborates with Senior Management in developing scope of work documents for SE projects for use in soliciting bids from Architectural and Engineering and Construction firms.
• Serves as Contracting Officer’s Technical Representative (COTR) in assigned SE contracts. Manages associated contracts with 3rd party vendors.
• Establishes and maintains clear lines of communication within multi-disciplinary project teams; manages reporting processes with internal project staff, technical and support staff, external contractors and project stakeholders. Effectively communicates project expectations and time lines to team members and stakeholders.
• Ensures the progress of allocated projects is monitored and plans are devised and implemented to adhere to timelines. Proactively manages changes in project scope, and identifies and devises contingency plans when needed.
• Tracks project timelines and costs. Reconciles and tracks capital for all projects.
• Prepares design-to budgets for inclusion in A/E contracts in accordance with the FAR (Federal Acquisition Regulations). Prepares Independent Government Estimates for fees for A/E’s or other outside consultants.
• Manages A/E compliance with the design-to-budget. Upon completion of final drawings incumbent will review and adjust final A/E cost estimates to establish an Independent Government Estimate (IGE) in accordance with the FAR.
• During construction, the incumbent reviews change orders provides independent government cost estimates to assist contract negotiations toward a fair price settlement.
• Participates in negotiations on cost issues. Writes memoranda and reports that present complex, technical issues in a way that can be understood by non-subject matter experts.
• Incumbent coordinates capital reconciliation with internal accounting and finance teams. Conducts project post-mortems and manages a database of project statistics and benchmarks for future cost engineering exercises.
• Prepares specifications for small to very large construction, rehabilitation, renovation and remodeling projects; conducts pre-bid documents as required.
• Represents SE in related projects, chairs the monthly meetings with SF to keep them informed of SE planned capital projects.
• Conducts pre-construction conferences; negotiates contracts in conjunction with vendors and evaluates progress through all stages of the project. Interacts with support staff as well as internal SI groups to include, but not limited to, all branches of SF (Smithsonian Facilities) OSHEM, OFMR, OPDC, and OPS.
• Conducts regular site visits to check progress and compliance; interprets contract documents.
• Ensures coordination with designers/project managers, Museum staff, and/or contractors from outside firms throughout the development of projects.
• Collaborates with museum, curatorial, and exhibits staff to include elements of their exhibits, events, and collections to projects where appropriate.

REQUIREMENTS AND QUALIFICATIONS:
Bachelor’s degree (BS) in related field (Architectural Engineering and Construction Management, Architecture or related discipline). Advanced degree preferred. Certification in PMP, PE, AIA, LEED or CMAA preferred.

• Minimum of seven to ten years related experience and training where responsibilities were progressively increased and included multiple renovations and or new projects within Retail environments.
• 7+ years of project management work experience with store/facility construction and design coordinating activities of architects, suppliers and subcontractors (electricians, carpenters and heating and cooling professionals).
• 7-10 years of project management experience working with commercial construction industry, retail and other capital improvement projects design programs including CAD and Revit.
• Must have extensive experience and technical mastery of Microsoft Office Suite tools, including PowerPoint, Excel, Teams and MS Project and cost estimating software, Cost OS.
• Requires mastery of the principles, methods, techniques, and practices of cost management and cost estimating as related to controlled services and economic issues, which influence the cost of construction.
• Requires a detailed knowledge of how buildings are designed and constructed.
• Must have the professional proficiency and technical skill to apply his/her knowledge of the above construction related disciplines to determine accurate feasibility studies and cost estimates at all stages of design development to perform their duties.
• Strong proficiency in review of construction documents.
• Requires knowledge of federal procurement systems including Indefinite Delivery/Indefinite Quantity and 8A Sole Source contracts, the rules for Invitation for Bid (IFB) (sealed bid) and Request for Proposals (RFP) (negotiated proposals).
• Requires knowledge of federal construction contracts and contracting, pre-award and post award procedures Knowledge of construction procurement alternatives e.g., Design/Build vs. Design/Bid/Build; and Guaranteed Maximum Price vs. Firm Fixed Price and how these alternatives affect the cost of design and construction.
• Requires an in-depth understanding of conventional cost models and computerized cost models and their application to conceptual estimating for long-range project planning and goals.
• Requires proficiency is Cost OS estimating platform.
• Knowledge of retail market design concepts.
• Store Design and Project Management in Museums a plus.
• Ability to apply knowledge of general retail operations to store design and fixtures.
• Demonstrated experience in dispute resolution and relationship building.
• Must have outstanding written and oral communication skills, as well as the ability to work in a collaborative team environment.

Applicants who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses the Retail Group, Media Group, and Consumer Education Products and Licensing.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

Please forward a resume, salary requirements and cover letter to: SECareers@si.edu Please include the position title in the subject line.

Application materials submitted without salary information will not be considered.

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at:

https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-23-0170