Conservation Supervisor

Organizational Overview:
Fairmount Park Conservancy exists to champion Philadelphia’s parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 100 neighborhood parks around the city.

Position Overview:
Fairmount Park Conservancy is seeking a Conservation Supervisor. With assistance from the Director of Conservation, the Conservation Supervisor will be responsible for managing conservation projects, including estimating, developing treatment strategies, budgeting and completing conservation projects for Fairmount Park Conservancy. This position requires a high level of competency in hands on conservation and restoration work, and necessitates the successful candidate to routinely work in the field alongside fellow conservation staff.

As a newly created position, the Conservation Supervisor will report directly to the Director of Conservation as part of Fairmount Park Conservancy’s Places team.

Responsibilities:
Duties broadly focus on the management of assigned architectural conservation contracts on behalf of the Fairmount Park Conservancy, and successfully administering the following duties:

● Assist in reviewing bid documentation and estimating new projects
● Communicate effectively with clients, architects, city and state officials, general contractors, subcontractors and conservation staff regarding project details and deadlines
● Perform research as needed to create effective treatments and project outcomes, including historic material analysis
● Prepare written conditions assessments of historic sites
● Perform preservation field work that maintains high company standards, primarily focusing on completing projects assigned to this position
● Prepare vendor invoices and internal accounting forms related to assigned projects
● Support fellow conservation staff relating to all open projects
● Participate in community outreach programs that focus on familiarizing participants in practicable preservation techniques and basic preservation philosophies

Qualifications:
● Graduate degree in historic preservation; highly skilled applicants with a bachelor’s degree in historic preservation will be considered;
● At least five years of hands on experience in wood, metals, and/or masonry conservation and ability to demonstrate high level of competency; please describe any other relevant trade skill experience;
● Must be able to communicate effectively in both a written and oral manner;
● Ability to prioritize and plan work schedules and use time effectively;
● Ability to complete administrative tasks efficiently;
● Ability to identify and resolve problems in a collaborative manner;
● Ability to work extended hours as required;
● Required to possess valid state driver’s license; and personal transportation to job sites;
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- Must be self motivated with the ability to collaborate successfully in a team environment;
- Advanced proficiency in Microsoft Office;
- Proficiency in Photoshop and CAD preferred;
- Strong multi-tasking and time management skills;
- Must bring a proactive, result oriented approach to problem solving

Compensation:
Starting salary of $50,000

Anti-Discrimination Policy:
The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

To Apply:
Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268.

Please, no phone calls or mailed applications. Deadline for application is NOVEMBER 15, 2020. Applications submitted after this date will not be considered.