



JOB ANNOUNCEMENT



Project Manager - \$98,520.00

Chicago Department of Aviation

Number of Positions: One (1)

ESSENTIAL DUTIES

- Attends various meetings on behalf of CDA and generates notes/reports to keep leadership advised of status, project progress, various updates, etc.
- Participates in all aspects of RFP process related to hotel renovation, including but not limited to; pre-bid meetings, walk through, site visits -development of terms and conditions, negotiation, and award of contract(s) – pre-construction, construction, close-out, post-construction phases.
- Prepares periodic reports on the status of operations for the Hotel.
- Analyzes and prepares project delivery timelines, develops alternative approaches, and facilitates implementation of projects as contracted.
- Participates in conference calls with the CDA on various construction projects (current & future) underway at the airport that impact the hotel.

- **Hotel Operations Duties:**

- Works with existing Hotel & Food & Beverage Program operators, management, and teams, daily to determine the process by which pending and upcoming construction and capital improvement projects can be funded.
- Provides support in analyzing financial data of operations to communicate to CDA leadership/staff on the value and benefits of internal controls and maintains an efficient operation.
- Analyzes all possible project scenarios and options for property renovation (guest rooms and meeting/banquet spaces).
- Works with Hotel management, design team and consultants to develop a scope of work, timeline and project budget for review, submission, and approval by the airlines.
- Assists with ensuring that the Food & Beverage program operator maintains required standards cost effective and most efficient staffing and operation plans.
- Analyzes and presents project delivery approaches, develops alternative methods to facilitate and implement property renovation project that support successful financial return models and future projects that aid in maintaining hotel brand standards as contractually required.
- Ensures that all licenses, permits, and insurance policies are current and in compliance with local, state, and federal laws.
- Monitors all contracts and agreements to ensure that the Hilton Hotel is current and in compliance with the existing/future terms, conditions, and benefits. Performs other related duties as required.

Location: Chicago Department of Aviation

10510 W. Zemke Road, Chicago

Shift: Monday – Friday

Hours: 9:00 AM – 5:00 PM

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college or University with a Bachelor's degree in Business, Hospitality Management or Public Administration or a field of study directly related to the responsibilities of the position, plus five years or more of direct work experience in Hotel Management/Hospitality Industry directly relating to Project Management/Construction Management at a hotel property within/outside the United States, or an equivalent combination of education and experience.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson, Mayor

Department of Human Resources

Kathleen Doyle -Dane, Acting Commissioner

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

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chicago.taleo.net

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Project Manager Hilton Renovation O’Hare**

Project Manager - Hilton Renovation (O’Hare)

\$98,520.00

Job #377044

11/21/23 - 12/11/23

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)