

POSITION DESCRIPTION

Job Title: Project Manager/Director (based on experience)

Department: Design and Construction

Reports to: Senior Vice President, Design and Construction

Location: Bethesda, MD

Job Summary:

DiamondRock Hospitality Company is seeking a motivated and experienced Project Manager/Director to oversee capital improvements projects within our Design and Construction department. The successful candidate will be responsible for managing all aspects of the project life cycle, including project scope, schedule, budget, quality, safety, and risk. The Project Manager/Director will work closely with stakeholders, including the SVP, hotel operators, contractors, architects, engineers, and other external consultants to ensure successful project outcomes. The position requires extensive travel throughout the U.S.

Responsibilities:

- Manage design and construction projects from inception to completion, ensuring project deliverables are met on time, within budget, and to the required quality standard.
- Develop project plans, budgets, schedules, and resource plans to meet project objectives and requirements.
- Coordinate project activities with internal and external stakeholders to ensure project goals are achieved.
- Manage project risks and issues, develop, and implement appropriate mitigation strategies and contingency plans.
- Review and approve project documentation, including contracts, change orders, progress reports, and project close-out documents.
- Develop and monitor project budget and schedule with input and collaboration from external resources, including updating and maintaining web-based project controls.
- Conduct regular project status meetings with project teams and stakeholders, ensuring effective communication and collaboration among team members.
- Ensure compliance with company policies, procedures, and regulatory requirements.
- Develop and maintain positive relationships with internal and external stakeholders, including contractors, vendors, and consultants.
- Continuously evaluate project performance against established metrics, identifying opportunities for improvement and implementing corrective actions as needed.

- Manage project budgets, forecasting and monitoring costs throughout the project lifecycle.
- Assists with due diligence efforts for potential acquisitions, including but not limited to due-diligence team formation, developing due diligence budget, field assessments, synthesizing available information, and preparing recommendation.
- Foster a culture of safety and quality on projects, ensuring compliance with relevant standards and regulations.

Qualifications:

- BS or BA degree in Architecture, Engineering, Construction Management, or related field.
- 5 to 10 years of experience in project management with a minimum of 3 years in the hospitality field.
- Excellent communication, negotiation, and leadership skills.
- Strong organizational and time-management skills, with the ability to manage multiple projects simultaneously.
- Demonstrated ability to develop and maintain positive relationships with stakeholders.
- Strong problem-solving skills, with the ability to identify, analyze, and resolve project-related issues.
- Knowledge of project management tools and software, such as Microsoft Project, Excel, Word, Adobe Acrobat, and Bluebeam. AutoCAD a plus.
- Knowledge of building codes and regulations, as well as environmental, health, and safety requirements.