**Title**

Project Manager (OS)

**Number**

2018-272

**Location**

700 Jefferson County Parkway, Golden

**Advertise From**

09/05/2018

**Closing Date/Time**

09/26/2018 11:59 PM

**Class Spec**

Project Manager (OS)

**Department**

Parks

**Division**

Open Space

**Job Listing**

Default

**Job Type**

Full-Time

**Category**

Engineering, Environmental Services, Facility Management, Planning and Development, Public Relations, Management, Executive Management , Parks and Recreation , Parks, Natural Resources, Customer Service, Project Management, Program Management

**Salary**

* $53,992.32 - $83,688.10 Annually

To Apply Visit: <https://www.jeffco.us/792/Jobs>

**Purpose**

**Are you seeking "More Than a Paycheck"?**  
  
Jefferson County is looking for a Project Manager to work with our Open Space Division. This person will be collaborating with other team members. The Project Manager is someone who has experience in engineering, construction, and architecture. We are looking for someone who is dynamic, independent, mission oriented, and a team player. The ideal candidate will be someone who has experience in civil design, construction and someone who has proven prior experience handling large and complex projects.  
  
The Project Manager will be able to manage and coordinate small to medium capital improvement projects for Jefferson County Open Space. Gather needed data, evaluate scenarios, makes recommendations, prepare reports, budgets and cost estimates. Provide administrative services for contracts. Attend or lead meetings as necessary. Monitor the status of projects. Coordinate with contractors, consultants, other outside agencies.  
  
ABOUT JEFFERSON COUNTY OPEN SPACE (JCOS):  
Our mission is to preserve open space and parkland, to protect park and natural resources, and to provide healthy nature-based experiences.

**Essential Duties**

**The Project Manager will be able to:**  
  
Oversee and monitor multiple projects of small to medium size and complexity. Continually ensure quality while maintaining scope, schedule, and minimizing any cost variances. Adhere to and verify compliance to projects documents, plans, and specifications.  
  
Lead design and development activities with other Open Space (OS) team members by providing appropriate information and recommendations in order to resolve any conflicts or issues. Confirms data correctness of acceptable work before approving and finalizing.  
  
Oversee design, purchasing, construction, contract management on assigned projects. Responsible for written, oral and graphic presentations, this includes the preparation of information addressing environmental concerns for parks and trail development, resource mitigation and habitat enhancement.  
  
Process pay applications and invoices by following established County procurement policies, procedures, and contracting methods to create and evaluate requests for proposals, qualifications, information, statements of work, and change order requests.  
  
Evaluate and recommend consultants and provide the Purchasing Department with all information required for procurement.  
  
Facilitate pre-proposal and pre-bid meetings by providing necessary information and suggesting any recommendations. Assist in drafting contracts, executing contracts, and administering contracts.  
  
Research and prepare landscape designs, conceptual plans, reports and evaluate the condition of existing park sites, landscapes, structures and facilities.  
  
Attend and/or present at public shareholder meetings and respond to project inquiries.

**Qualifications**

**Minimum Qualifications:**

* Four-year degree in landscape architecture, design, planning, construction management, engineering, architecture, or another related field or equivalent.
* One or more years of work experience in project management, civil construction and open space or park planning.

**Preferred Qualifications:**

* Two or more years of direct project manager experience
* Experience in budgeting, engineering, construction, architecture, and design experience
* Experience using AutoCAD, Sketchup, Adobe Creative Suite, GIS Mapping/Analysis

**Additional Information**

Must have valid driver's license, if you are from out of state, you must obtain a valid Colorado driver's license prior to hire date. Must not have any major violations, nor more than one DUI, DWI, DWAI conviction in the past three years.