**Title**

Project Manager Senior (OS)

**Location**

700 Jefferson County Parkway, Golden

**Advertise From**

09/05/2018

**Closing Date/Time**

09/26/2018 11:59 PM

**Class Spec**

Project Manager Senior (OS)

**Department**

Parks

**Division**

Open Space

**Job Type**

Full-Time

**Category**

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

**Salary**

* $58,311.71 - $90,383.15 Annually

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

**Purpose**

**Are you seeking "More Than a Paycheck"?**

Jefferson County is looking for an experienced Senior Project Manager to work with our Open Space Division. This person will be collaborating with other team members. The Senior Project Manager is someone who has experience and a strong knowledge base 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 is well versed in civil design, construction, project management and someone who has proven prior experience handling large and complex projects.

The Senior Project Manager will be responsible for managing, supervising and coordinating large and complex capital improvement projects for Jefferson County Open Space. While acting as the sole point of contact for multiple projects at once, as well as managing a diverse team of consultants. Gather needed data, evaluate scenarios, make recommendations, prepare reports, budgets and cost estimates. Provide administrative services for contracts. Attend or lead meetings internally and with the public. Monitor the status of projects to keep them on schedule, budget, and scope. Direct the project team as well as assigning them individual responsibilities, tasks and technical functions.

ABOUT JEFFERSON COUNTY OPEN SPACE:
Our mission is to preserve open space and parkland, to protect park and natural resources, and to provide healthy nature-based experiences.

**Essential Duties**

**Key tasks to be completed by the Senior Project Manager:**

Actively manage and monitor multiple complex and large projects that relate to cost, time and public engagement. Ensure projects are held to strict quality control by adhering to strict standards such as compliance to documentation, plans, and specifications. Work with the County's Construction Management representative to monitor construction projects for quality, progress and schedule.

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.
* Three or more years of work experience in project management, civil construction and open space or park planning.
* Project Management Professional Certification.

**Preferred Qualifications:**

* Four 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

**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.