



Job Announcement

20230174 Parks and Trails Design and Construction Manager

CLOSING DATE: Open Until Filled

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: External Services

Division: Parks and Natural Resources

Hiring Range: \$9,394 - \$10,437/month

Monday – Friday, 8:00am – 4:30pm

Some evenings and weekends

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.

Definition:

The Parks and Trails Design and Construction Manager will lead a collaborative team that will be responsible for creating fun, exciting, and environmentally sustainable parks, trails, and natural areas for the community. The primary responsibilities will include master planning, design, and construction management of the City's outdoor recreation facilities, while supporting long-range planning and master planning efforts related to the City's parks, trails, and natural areas.

As a manager, you will be responsible for guiding a team of professionals in achieving these goals while adhering to approved timelines and budgets. You will work closely with your team

members to ensure that all projects are executed in a manner that promotes inclusivity and equal access to these public spaces.

Principal Duties:

- Develops and manages budgets, performs financial analysis and oversees expenditures from the Parks and Trails Development capital and operational budgets.
- Represent the City in the acquisition, dedication, and development of public lands for the purposes of the City's park and trail system, including through the Development Review Committee (DRC) process.
- Represents and continually communicates Parks & Natural Resources interests with other work groups and on multidisciplinary projects (e.g., Engineering, Transportation, Facilities, and Planning) that should have natural resources representation.
- As the Parks and Natural Resources representative to the Development Review Committee (DRC), the Parks and Trails Design and Construction Manager will evaluate development projects and their impact on parks, open spaces, and natural areas.
- Responds to customer inquiries and requests regarding parks and urban design planning.
- Participate in numerous public meetings.
- Prepare and present agenda items for the City Council, Parks and Recreation Advisory Board, and other committees, commissions, and boards involved in the development, and general planning of the parks and trails system.
- Serve as technical advisor to the Parks and Recreation Advisory Board, City Council, City Manager, other City departments, and civic groups on matters related to parks, trails and urban design.
- Help guide the implementation of Master Plans related to parks and trails.
- The Manager will be responsible for the professional supervision of other City staff assigned to the Parks and Trails Development Team.
- Resolve difficult policy and personnel questions.
- Supervise, support, train, and evaluate assigned staff.
- Provide consistently professional and responsive service to internal and external customers.
- Delegate to project managers the authority, responsibility, resources, and accountability needed to successfully complete assigned projects.
- Establish effective and positive working relationships with city staff and departments, citizens and other governmental agencies.
- Demonstrate a respectful attitude towards customers and coworkers that promotes teamwork, open communication, and effective customer service.
- Ability to prioritize multiple and changing work requests while maintaining work plan priorities.
- Performs essential duties and additional tasks in a manner which enhances City Attributes.

Working Environment:

Work is generally performed in a standard office environment. Occasional lifting may exceed 30 pounds, routinely lifting up to 15 pounds. Work requires on-site travel for departmental

Continuous Improvement efforts, legislative issues, and Council concerns. Frequent non-traditional work schedule including evenings and weekends.

Qualifications:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Landscape Architecture, Planning, Natural Resources or related field with equivalent experience. A Master's Degree in a related field may substitute for one year of professional experience. A minimum of five years of progressively responsible experience in municipal capital improvement projects, construction management, development review, budget management, landscape design and at least three years of supervisory experience.

Special Qualifications: Possession of a valid Colorado Driver's License.

Selection

The selection process will include complete job description review, personal interview, computer testing, background investigation, criminal background check, and substance screening.

DEADLINE: Open Until Filled

An ONLINE APPLICATION is required. This job is Open Until Filled. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. **Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.** For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE