



# Job Announcement

**20230131 Project Manager II (Fixed-Term)**

**CLOSING DATE: Open Until Filled**

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

Department: External Services

Division: Parks & Natural Resources

Hiring Range: \$7,109 - \$7,899/month

Monday – Friday, 8:00am – 4:30pm (flexible)

Some weekends and after hours

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.**

**This is a 3-year fixed-term position expected to end December 2026.  
Dependent upon work availability, term may be extended up to 5 years.**

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## Definition:

Perform all project management functions in the administration, design, construction, and management of municipal, parks, trails, open space, and water resources related projects.

## Principal Duties:

- Serve as project manager on parks, trails and open space, development, and capital improvement projects. Assist with development review, and long-range planning of parks, natural resources, and recreation facilities. Assume responsibility for project quality, scheduling, and project finances. Identify resource needs and make recommendations for project team assignments. Provide direction to project team members. Will supervise and direct fieldwork.
- Create and execute projects and program work plans and revise as appropriate to meet changing needs and requirements. Manage day to day operational aspects of a project and scope. Maintain project records and documentation.
- Develop and review RFP's; select and supervise professional consultants and contractors for the design and construction of parks and trail projects as well as plans, studies, and reports.
- Supervise the development of design and construction plans, master plans, and management plans. Calculate cost estimates for the construction of natural resources, water resources, and parks and open space projects.
- Review construction plans prepared by consulting engineers and natural resources consultants and resolve related issues according to City standards and codes.
- Assure regulatory compliance on projects with USFWS, USACE Nationwide and Individual permits, and other state or local permitting requirements as well as contractor warranty compliance. Manage, track, and close out project permits.
- Prepare periodic project status and technical reports, including budgets, technical reporting to meet grant requirements.
- Familiarity with applying for and managing grant funding sources.
- Respond to and resolve complaints and issues regarding project acquisition or project development. Act as a representative of the City in resolution of issues.
- Coordinate and negotiate design and construction related activities with other City divisions, departments, and outside agencies.
- Perform field inspections and quality control on various projects. Resolve complex problems, interpret specifications, and provide expertise on pertinent City codes and policies as well as on management goals set forth in adopted, standards, master plans and stewardship plans.
- Administer and ensure compliance with City standards, codes, and specifications on capital improvement and development projects. Assist in the development and modification of City codes, standards, and specifications.
- Check and review computations and specified materials for accuracy and compliance with regulations. Monitor performance and check plans to ensure contractor compliance with City specifications.
- Review and make recommendations on technical reports and studies.
- May assist in the preparation of the capital improvement plan and budget and in the preparation of the operating budget. Perform cost management and tracking.

- Oversee and review survey, mapping, data collection, asset management inventories, and GIS mapping and database projects in ArcMap and ArcGIS Online, and using a Trimble GPS unit.
- Serve as City representative to a variety of City commissions, boards, committees, and neighborhood meetings related to assigned projects.
- Prepare various applications for local, state and federal grants.
- Attend professional group meetings; and stay abreast of new trends and innovations in the fields of park design, project management, natural resources, water resources, visitor use on public lands, and restoration ecology.
- Build alliances, foster effective teamwork and build constructive relationships within and between individuals and other work groups. Coordinate activities with other City departments, divisions, outside agencies, the public and contractors.
- Demonstrate behavior that sets a positive example for integrity, fiscal responsibility and professionalism.
- Performs essential duties and additional tasks in a manner which enhances City Attributes.

## Working Environment:

The job is performed primarily in an office environment, but requires field visits and inspections. Field work may require use of personnel protective safety equipment and work near or in areas requiring compliance with special safety procedures. The job entails constant sitting, ability to read and understand detailed documents, blueprints, maps, and other printed materials. Requires the ability to use language and math, reason and solve problems, communicate clearly and concisely with co-workers and the public. Must be able to work under stress, manage multiple tasks concurrently, and handle frequent interruptions. The job also entails frequent light (under 5 lbs.) lifting and carrying, reaching and bending or stooping, twisting, driving, and the use of near and far vision. Work may require occasional moderate (15-40 lbs.) lifting and carrying, pulling, pushing, climbing, crawling and kneeling or squatting. Employees may be exposed to noise, dust, fumes, solvents, slippery or uneven walking surfaces, machinery and moving vehicles, working in and around water. The job requires working alone, as well as working closely with others.

## Qualifications:

Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in landscape architecture, natural resources, restoration ecology, ecosystem conservation, project management, architecture, or a related field depending on the required areas of expertise, and at least three years of experience performing project management work on Natural Resources and Parks and Open Space related projects. ***Special Qualifications:*** Valid Colorado driver's license required. Red Card certification. First Aid and CPR current certification.

## 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](http://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