



Job Announcement

20230131 Senior Project Manager (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: \$8,540 - \$9,489/month

Monday – Friday, 8:00am – 5:00pm (flexible)

Some evenings and weekends as needed

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.**

Definition:

Perform all project management functions in the administration, design, construction, and management of complex municipal, parks, trails and natural resource projects.

This is a fully functioning journey-level in the project management series. This position works under general supervision and is expected to complete complex project management

assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. Work at this level is distinguished by greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. This position includes the responsibility for the coordination and management of major, park, trails and natural resources projects within a functional area.

Principal Duties:

- Serve as project manager on major projects such as: parks and trails development, natural resources projects, storm drainage, transportation, engineering, utility, capital improvement projects, large-scale river restoration, development review, and long-range planning of parks, natural resources, and recreation facilities. Assume responsibility for project quality, scheduling, and project finances. Provide direction to project team members. Maintain project records and documentation.
- Create and execute project and program work plans and revise as appropriate to meet changing needs and requirements.
- Perform and supervise the development of designs, plans, specifications, construction scheduling, and estimates for the construction of Parks and Natural Resources projects. May supervise and direct fieldwork.
- Review construction plans prepared by consulting engineers and resolve related issues. Prepare and review specifications and plans, and calculate cost estimates for diverse public works, environmental and/or natural resources projects.
- Prepare periodic project status reports. Provide performance and task analysis required to complete projects.
- Respond to and resolve community complaints and issues related to the planning, design and construction of parks and trails. Act as a representative of the City in resolution of issues.
- Coordinate and negotiate design and construction related activities with other City divisions and departments, development schedules, and outside agencies.
- Perform field inspections on various projects. Resolve complex problems, interpret specifications, and act as expert on pertinent City code and policy.
- Administer and ensure compliance with City standards, codes, and specifications on 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. Act as technical resource expert in environmental, landscape design, and/or natural resources matters.
- 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 and asset management inventories.

- Serve as City representative to a variety of City commissions, boards, committees, and neighborhood meetings related to assigned projects.
- Prepare various applications for state and federal grants.
- Attend professional group meetings; and stay abreast of new trends and innovations in the field of project management.
- 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.
- Resolve customer services and make appropriate adjustments.
- May supervise, train and evaluate professional and technical subordinates.
- 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, Project Management, Architecture, Civil Engineering, or a related field depending on the required areas of expertise, and six or more years' experience performing project management work on Public Works and Natural Resources related projects. **Special Qualifications:** Valid Colorado driver's license required.

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