



# Job Announcement

**20250019 Project Manager II – Open Space/Agriculture**

**CLOSING DATE: Open Until Filled**

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

Department: External Services

Division: Parks & Natural Resources

Hiring Range: \$7,435 - \$8,261/month

Monday – Friday, 8:00am – 5:00pm

Some weekends and evenings required

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, Parental and Caregiver Leave, Sick, Vacation at start of employment, Holiday pay, EAP, Tuition Assistance.

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

**This is a 5-year fixed-term position expected to end December 2029.**

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

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## Definition:

This 5-year fixed-term Project Manager II position performs all project management functions in the administration, design, construction, and management of municipal, trails, open space, agricultural and water-related projects. Additionally, the incumbent is responsible for managing

the Open Space Division's agricultural resources, including projects, and programs that support the Open Space Division's mission to conserve natural and agricultural lands, enhance ecological and soil health, and provide opportunities for public engagement and education. This position requires expertise in project management, project planning, agricultural resource management, and collaborating with various stakeholders to achieve sustainable outcomes. The incumbent will lead and support a variety of Open Space and interdisciplinary projects, including regional trails development, Open Space water and ditch management, property stewardship plans, management plans, and Open Space contracts, leases, and transactions.

## **Principal Duties:**

### **General Open Space**

- Serve as project manager on various natural resources and capital improvement projects, e.g., trail design and construction, management/stewardship/property management plan development and updates, internal data management, website redesign and content updates.
- Manage day-to-day operational aspects of a project and scope, assume responsibility for project quality, scheduling, and project finances, and maintain project records and documentation.
- Develop and review requests for proposals (RFPs); select and supervise professional consultants and contractors for the design and construction of trails and related infrastructure 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, open space, and water projects; coordinate with City engineers as needed; ensure project timelines and objectives are met.
- 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 with program and financial statistics that tell the story of the Open Space Division's work to leadership, stakeholders, and the public.
- Familiarity with applying for and managing grant funding sources; prepare applications for local, state, and federal grants.
- Understand agricultural, ecological, and wildlife management best management practices (BMPs). Ensure staff, contractors, tenants, partners, and volunteers follow BMPs. Be willing to educate others about BMPs and facilitate course corrections as needed.
- Respond to and resolve resident complaints and issues related to Open Space projects or programs.
- 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.
- Build alliances, foster effective teamwork, and build constructive relationships with individuals and between other work groups. Coordinate activities with other City departments and divisions, outside agencies, the public, and contractors.
- Demonstrate behavior that sets a positive example for integrity, fiscal responsibility, and professionalism.

### **Agriculture**

- Initiate, update, and track agricultural leases with lessees.
- Work with City agricultural lessees, contractors, and partners to maintain compliance with leases, management agreements, stewardship objectives, and grant parameters.
- Develop standard operating procedures (SOPs) for bidding processes, internal and external right-of-way (ROW) requests, infrastructure upgrades, rent collection/tracking, etc.
- Coordinate with the City's Oil & Gas/Air Quality Program on Open Space reclamation and mineral rights.
- Assist with land and water acquisition.
- Begin the planning, budgeting, and execution of property management plans for open spaces, including agricultural infrastructure inventories and land stewardship analyses.
- Hire and oversee contractors to conduct surveys, environmental site assessments, studies, and general site management on Open Space agricultural properties as well as ditches, e.g., demolition of structures, equipment repair, fence repair, irrigation infrastructure, etc.
- Serve as a liaison on ditch company boards, representing the City's water shares.
- Regularly monitor Open Space agricultural lands and conduct soil, water, and crop assessments to guide land management planning, optimize productivity, conserve resources, and improve ecological and soil health.
- Represent the Open Space Division by educating, presenting to, and acting as a resource to other City staff, the Parks and Recreation Advisory Board and other boards, City Council, and outside groups at meetings, events, and conferences.
- Serve as a liaison between City agricultural lessees, community members, and other stakeholders.
- Develop and lead an Agricultural Resource Program that aligns with the City's larger, interdisciplinary efforts on Climate Solutions, including implementing regenerative agricultural practices and developing and implementing BMPs for the sustainable use and stewardship of Open Space agricultural lands.

### **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 natural resources, restoration ecology, ecosystem conservation, project management, or a related field depending on the required areas of expertise, and at least three (3) years of experience performing project management work on natural resources projects. **Special Qualifications:** Current Colorado driver's license. Current City Defensive Driver Training within first (1) year of employment, then annually. Current basic first aid and CPR certification within first (1) year of employment, then annually. Current Red Card certification within first (1) year of employment, then annually.

*We're committed to building a team that reflects the diversity of the communities we serve. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications, and encourages all candidates to apply and help us achieve our goal of creating an inclusive and equitable workplace.*

## 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 is an equal opportunity employer. The City affirms its commitment to diversity and to complying with all applicable federal, state, and local laws regarding nondiscrimination in employment. The City will not discriminate against any person in recruiting, examining, appointing, hiring, training, placement, termination, layoffs, recall, transfer, leave of absence, promoting, compensating, retaining, disciplining, or any other personnel action on the basis of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, genetic information, marital status, veteran status, status with regard to public assistance, physical or

mental disability, or any other characteristic protected by federal, state, or local law, except when any of these categories constitutes a bona fide occupational qualification (i.e., an actual qualification for performing a job). 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