

## **Project Manager**

Department: Public Works

FLSA Status: Exempt

Job Level: 109

### Job Summary

The Project Manager position is responsible for planning, coordinating, and delivering the Town's capital improvement and major maintenance projects across all divisions of Public Works. This position provides full project leadership and accountability, including capital planning, budget development, grant and funding compliance, contract administration, consultant coordination, and oversight of construction activities. The Project Manager independently manages projects from concept through completion and represents the Town throughout all phases of project delivery.

### Duties and Responsibilities

1. Manages all phases of planning, design, and construction for capital improvement and major maintenance projects.
2. Develops project scopes, schedules, and cost estimates; prepares and manages project budgets and cost controls.
3. Administers grants and external funding sources, including compliance, reporting, and coordination of wage interviews and documentation.
4. Prepares, reviews, and negotiates professional services and construction contracts; oversees contract administration.
5. Reviews and approves engineering and design documents, including subdivision applications and watershed permit applications.
6. Conducts analytical studies and prepares reports outlining findings, alternatives, and recommendations for Town leadership.
7. Ensures compliance with applicable federal, state, and local laws, ordinances, regulations, and funding requirements.
8. Coordinates and directs consultant teams and contractors; serves as the primary Town representative for assigned projects.
9. Performs construction oversight and field inspections as necessary to verify compliance with plans, specifications, and safety standards.
10. Maintains awareness of best management practices and construction methods applicable to public works projects.
11. Maintains accurate project, financial, and contract records..

### Required Knowledge and Skills

#### Knowledge of:

- Principles and practices of public works development and capital project management.
- Construction management, contract administration, and project delivery methods.
- Public-sector budgeting, cost control, and financial reporting.
- Safety practices and procedures.
- Grant-funded project requirements and compliance .
- Applicable building codes, safety regulations, and environmental requirements
- Familiarity with water/wastewater treatment, distribution, and collection systems is preferred.

#### Skill in:

- Effective verbal and written communication to efficiently convey information.
- Managing multiple concurrent projects with full accountability.
- Budget development, financial tracking, and reporting.
- Contract negotiation and consultant oversight
- Gathering and compiling information; preparing accurate reports and summaries; maintaining construction and financial records.
- Problem solving and applying sound judgment in the field. Ensuring safe and proper use of facilities, vehicles, and equipment.
- Planning and implementing public works construction, maintenance, repair and renovation projects.
- Occasional development of drawings, plans, and maps. Use of GIS equipment.
- Reading and interpreting plans, maps and specifications; reviewing and approving engineering designs, plans, specifications and construction documentation.
- Preparing clear and concise reports, correspondence, and presentations.
- Interpreting, applying and explaining complex federal, state and local laws, ordinances and regulations.
- Using initiative and independent judgment within established guidelines.
- Establishing and maintaining effective work relationships with coworkers, contractors, and the public.

### Minimum Job Requirements

Bachelor's degree from an accredited institution in engineering, construction management, or related field or High School diploma with 10 years construction experience

Minimum 5 years' experience in construction administration and field supervision of construction projects, preferably Heavy Civil projects

Experience with grant-funded projects and contract administration preferred

Colorado Driver's License

### Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

### Working Conditions and Physical Effort

Strength and physical ability to perform duties in a public works maintenance setting, including operating light and medium vehicles, hand and power equipment; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work is subject to performance under adverse environmental conditions, with exposure to potentially hazardous chemicals, solvents and fumes.

*This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.*

New: 1/19/2026