

# Castle Pines Metropolitan District

## PROJECT MANAGER

### JOB DESCRIPTION

(Exempt Position)

#### Summary

The Castle Pines Metropolitan District (CPMD) is investing \$25 million in capital improvement projects over the next three years. Projects will include a water treatment plant rehabilitation, sanitary sewer master plan, water storage tank rehabilitation, new potable booster pump station, and several other water, wastewater, and roadway infrastructure projects.

CPMD desires a Project Manager to help manage capital improvement projects throughout the District. This position will serve as a Project Manager for District projects including: water treatment, water conveyance and distribution, wastewater collections, storm drainage, roads, and other duties as assigned. The Project Manager is responsible for the effective coordination and supervision of personnel and resources assigned to accomplish goals and objectives.

#### Primary Duties (These duties may not include all tasks performed by this position.)

- Manage consultants and construction contractors from project inception through project completion.
- Develops requests for proposals (RFPs) and invitations to bid (IFBs). Participates in the selection of consultants and contractors, including interviewing applicants, contractors, and consultants for the projects overseen. This includes monitoring of these various groups to ensure professionalism and adherence to contract documents and District expectations and specifications.
- Develop a project management tracking system to track key performance indicators (KPIs). Defines and implements project goals and milestones and ensures projects are completed on time and within budget. Track project performance, both short and long term.
- Responsible for reviewing, organizing, and upkeep of documents related to all projects, including plat development and site plan reviews within the District.
- Generate reports and updates for projects and present to staff and Board of Directors at regular intervals.
- Coordinates project management activities with all staff members. Prepares and present project reports and other necessary components.
- Performs supervisory, technical and administrative work in the maintenance and repair of streets.

- Oversees various medium-large size projects of significant magnitude in terms of complexity, cost, time-constraints, internal and external staffing, and equipment including hardware and software.
- Provides direction to a project team including assignment of individual responsibilities, tasks and technical functions.
- Assists in creating work plans, schedules, project estimates, resource plans, and status reports.
- Identifies needs and allocates the appropriate resources to meet the timely completion of specific project tasks.
- Continually monitors individual progress to ensure meeting of specific deadlines.
- Possesses a broad knowledge of most technical resources and uses them effectively to coordinate team members and resources.
- Works directly with the field manager, superintendent, and other management staff to allocate staff and resources to complete projects.
- Oversees construction and maintenance projects of the Districts' roadways, including road drainage.
- Oversees pavement evaluations, and coordinates with the contract engineer to determine annual roadway maintenance needs.
- Coordinates and ensures compliance with the District's MS4 permit.
- Oversee and assist with project management of District's storm water system.
- Maintains effective communication and supports contractual commitments for engineering, contractors, quality, scheduling and related activities to ensure accurate and timely project completion.
- Oversee any other District projects as assigned.
- Coordinates, supervises and participates in the completion of any and all work duties as assigned to support the District and the provision of any District services.
- Promptly and appropriately responds to resident's requests, complaints, and inquiries.

### **Supervisory Responsibilities**

This position does not currently have any supervisory responsibilities.

### **Supervision Received**

This position reports to and is evaluated by the District Manager.

### **Competencies**

To perform this job successfully, this position will be expected to demonstrate and will be evaluated on the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner - gathers and analyzes information skillfully, develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics. Exhibits sound and accurate judgment; includes appropriate people in the decision-making process.

Independence – The ability to work independently without supervision.

Technical Skills - Assesses own strengths and weaknesses. Pursues training and development opportunities. Strives to continuously build knowledge and skills. Shares expertise with others.

Customer Service – Responds to any and all internal and external customer requests in a professional, courteous and timely manner.

Interpersonal Skills:

*Teamwork* - Balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above own interests, supports everyone's efforts to succeed.

*Professionalism* - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments to other staff members and customers and exhibits confidence in self and others.

*Conflict Resolution* - Focuses on solving conflict, not blaming, listens to others without interrupting, keeps emotions under control, remains open to others' ideas and tries new things.

*Diversity* – Shows respect and sensitivity for human differences, promotes a harassment-free environment.

*Ethics* – Treats people with respect, is trusted by others, works with ethics and integrity, upholds organizational values.

Motivation – Can and does work independently, demonstrates persistence and overcomes obstacles.

Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness, monitors own work to ensure quality, plans and organizes work to use time efficiently.

Organizational Support – Adheres to policies and procedures, completes work duties correctly and on time, supports organization's goals and values. Supports the efforts of the team to succeed.

Safety and Security - Observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions, uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment, manages competing demands, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Arrives at work on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments prepared and on time.

Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, commits to long hours of work when necessary to complete assignments and/or to support the District team.

Initiative / Innovation – Readily offers to assist others when needed, undertakes self-development activities, seeks increased responsibilities, and asks for help when needed, meets challenges with resourcefulness, generates suggestions for improving work.

Leadership – Ability to lead by example reflecting a high standard of character, hardworking, attention to detail, persistence, and unwillingness to accept less than 100% best effort.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, blueprints / plans, and procedure manuals, ability to write routine reports and correspondence, ability to communicate effectively with customers and employees of the District.

Oral communication - speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, participates in meetings.

Written Communication - Writes clearly and informatively, presents numerical data effectively, able to read and interpret written information.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, ability to process information in a logical sequence.

### **Qualifications (Knowledge, Skills, Abilities)**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of Project Management Principles and Practices, as they apply to construction methods of water, sanitary sewer, roads, storm water and drainage system design and construction.

This position requires interpersonal team skills as the District is small and working together is essential to providing a high level of services to the community.

Excellent communication, time management, and analytical skills are a must.

Above average computer skills are required.

### **Education and/or Experience**

- Bachelor's degree in Civil or Environmental Engineering.
- Colorado Professional Engineer license, or the ability to obtain one within 6 months of hire.
- 10+ years of experience with managing, planning, designing, and constructing water infrastructure projects.
- 3+ years of project management experience.
- Strong communication skills.
- Ability to contribute and work well on a team.
- Passion for detailed work.

### **Certificates, Licenses, Registrations**

- Colorado Professional Engineer license, or the ability to obtain one within 6 months of hire.

### **Physical Demands**

Although this position is primarily managerial, the employee will also be called upon to perform some physical tasks. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On occasion, while performing the duties of this job, the employee is required to walk (often on and over uneven terrain), use hands to handle or feel; reach with hands and arms, and talk or hear. From time to time the employee is required to stand, climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must from time to time lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The employee is occasionally exposed to work in excavated areas.

**General sign off:** The employee is expected to adhere to all company policies and procedures.

I have read and understand this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date