



Construction Project Manager Engineering Department

Full-Time/Exempt

Career Range: \$3,117.98 - \$4,276.92/pay period (DOQ)

Fort Collins – Loveland Water District

Revision Date: March 2024

Approved by General Manager: *CP*

Approved by Human Resources: *JD*

General Purpose:

The Construction Project Manager provides all-phase project oversight and administration from contracting, design, and construction to project control and closeout for assigned vertical and water distribution infrastructure construction projects. Capital projects/programs assigned are lower complexity design and higher complexity construction projects and may include building remodel and expansion, pump station rehabilitation, and water distribution pipeline replacements. May report directly to the District Engineer or supervisory level Civil Engineer III (Capital Projects) depending on project type.

Essential Functions:

- Coordinate and oversee project elements including but not limited to budget preparation, consultant selection, contract administration, design management, permitting, plans and specifications, bidding, construction management, and budget oversight in alignment with capital improvement plan (CIP) goals.
- May develop and establish conceptual project scope and budget for small capital programs.
- Manage all phases of assigned construction projects from conception through completion in accordance with program objective and with minimal oversight.
- Direct the development and maintenance of project schedules to ensure timely completion of milestones and deliverables.
- Track and monitor project expenditures, including review of consultant and contractor invoices and payment issuance and ensures projects remain within defined budgetary constraints.
- Follows procedures and processes established by District management and program manager.
- Develop procurement documents (RFI, RFQ, RFP's), facilitate and participate in contractor selection processes.
- Apply construction management principles to provide input and actively participate in design alternative development and selection.
- Heavy participation during construction to support contractors during construction.
- Act as District representative as needed during construction (observation, inspection, field changes).
- Leads and actively engages project team with coordination and permitting with outside agencies.
- Follows processes and procedures for coordination and permitting established by District policy and/or program manager.
- Assist program manager with property and easement acquisitions negotiations.
- Maintain and keep organized project records including meeting minutes, design documents, project submittals, daily logs, material test reports, progress reports, and other project related documents.
- Facilitate project progress meetings including the preparation and distribution of meeting minutes and supporting project documentation.

- Develops outreach and communication plans and protocols for all project and District stakeholders including material and content distribution, Board and public presentations, and memos, blog updates, and acting as District representative and coordinator at public events.
- Assist other department groups in completion of any/all projects as needed.
- Maintain a clean and safety-conscientious environment.
- Participate in emergency management efforts as part of the Engineering Department.
- May provide backup support to Construction Inspection and Operations staff.
- Other duties as required and necessary to ensure the success of the organization.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision, and values.
- Knowledge of the operations of a water distribution system.
- Knowledge in budgeting, design, administration, and construction management of water utility infrastructure preferred.
- Strong working knowledge of construction practices related to heavy civil, commercial building, and underground utilities including wastewater, stormwater, electric, and telecommunications.
- Knowledge of project management principles, finance, permitting, and project development including alternative project delivery models with early contractor involvement.
- Knowledge of construction contract management, including but not limited to contractual documents, RFPs; submittal processes, schedule of values, and change orders.
- Ability to review design documents, construction plans, specifications, rights-of-way, and legal documents.
- Ability to apply mathematical concepts necessary to perform construction layout verification and calculation of construction materials.
- Strong written and oral communication skill with ability to interact positively with a wide variety of people including co-workers, contractors, and the general public.
- Ability to independently solve complex problems, provide accurate and error-free work under pressure and meet reasonable deadlines.
- Ability to perform assigned tasks unsupervised throughout an eight (8) hour day.
- Display competent accountability of work vehicle, tools and equipment related to the job.
- Ability to use computer software packages including project management, advanced Excel, Word, and Outlook. ArcGIS and AutoCAD Civil 3D preferred.

Additional Requirements/Licenses/Certifications:

- A current project management or construction management certification from an accredited college or agency preferred.
- Must have reliable transportation.
- Must have a valid driver's license.
- Other licenses/certifications deemed necessary to ensure the success of the organization may be required.

Materials, software and equipment directly used:

- This role routinely uses standard office equipment such as a computer, multi-line telephone system, photocopier, printer, scanner, postage meter, and calculator.
- Microsoft Office software.
- Telephone, cell phone, fleet vehicle, safety equipment, printer, 2-way radio, calculator, computer equipment and software including project management.

Physical Activities:

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.

- While performing the duties of this job, the employee is regularly required to talk or hear. Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, and have good manual dexterity. May involve climbing ladders, stairs, steps and traversing catwalk grating, pushing, pulling, bending, stooping and kneeling on a frequent basis and working in confined space and manual dexterity required to complete work tasks through safe and proper operation of power and hand tools, and motor vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical activity required by moving and positioning objects up to 50 pounds occasionally and/or up to 20 pounds frequently.

Education:

- High School Diploma or General Education Diploma (GED) equivalent is required.
- Bachelor's degree in construction management, civil engineering, or a related field preferred.

Experience:

- A minimum of five (5) years of progressively responsible construction management experience required. Alternative project delivery experience preferred.
- Safety training related to the industry and knowledge of Microsoft Word and Excel is required.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work may be performed in an inside or outside environment during all types of temperatures, weather conditions and all times of day while being exposed to excessive noise from machines. Snowy, wet and muddy conditions will exist. Work may be done in confined or cramped spaces.
- Occasional work in areas containing toxic/caustic chemicals; extreme conditions such as hot/cold; sharp hazards; dust/fumes/gasses; electrical shock; moving mechanical parts; high pitched and/or constant loud noise; communicable diseases.
- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- A clean and safety-conscientious environment required while employed.
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- Subject to call-back work and incumbent must be able to respond to District emergencies.
- Travel to various field locations on a regular basis is necessary.
- Travel to conferences, meetings and branch locations on a regular basis is necessary.

Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

Printed Name

Date

Signature