Job Description

Project Manager

Division/Department: Engineering/ Project Management
Reports To: Project Management Department Manager
Type of Position: Full-time
Status: Exempt

General Statement

This position is responsible for providing project management services to Northern Water and the Municipal Subdistrict. The initial primary responsibility for this position is the project management, design and construction of facilities associated with the Glade Reservoir portion of the Northern Integrated Supply Project (NISP).

Essential Duties and Responsibilities

- Provides project management assistance to the NISP project manager.
- Reviews design documents prepared by the NISP Enterprise's design consultants.
- Assists in coordinating the field work programs associated with NISP.
- Assists in the selection of a Construction Manager/General Contractor (CMGC) for Glade Dam and appurtenant facilities.
- Coordinates the relocation of Highway 287 with the Colorado Department of Transportation.
- Prepares cash flow projections for the implementation of NISP.
- Assists in the planning, design review, and implementation of the Galeton Reservoir portion of NISP.
- Provides planning of construction management services related to NISP.
- Works with the NISP team to procure consulting services necessary for the planning and execution of NISP.
- Coordinates contracting with the Contracts Department.
- Analyzes and tracks project progress using project scheduling software.
- Developes best practices for project document control.
• Provides construction management for dams, hydraulic structures, pipelines and pump stations.
• Presents occasional progress reports to the Northern Water Board of Directors and management.
• Assists in the project management for other projects of Northern Water and the Municipal Subdistrict.
• Other duties as assigned.

**Education and Experience Requirements**

*Education*

• Degree in Civil Engineering.
• Project Management training is desirable.

*Experience*

• Minimum 10 years’ experience in the management and oversite of water related construction projects including dams, concrete hydraulic structures, pipelines, and pump stations.
• Experience with dam construction, highly desireable.

**License, Certificate, and Credential Requirements**

*License*

• Colorado Professional Engineering License.
• Driver’s license.

**Knowledge, Skills, and Abilities**

*Knowledge*

• Project management principles.
• CMGC contracting method is desirable.

*Skills*

• Good oral and written communication skills.
• Use various software packages (Excel, Word, Mirosoft Project, etc.).
• Should have a firm background in the planning and construction of water-related projects.
• Adept in budgeting and expenditure tracking of projects.
• Proficient in project scheduling and project tracking software(s).
• Excellent project management skills.
• Excellent interpersonal relation skills.
**Abilities**

- Read and interpret construction drawings and specifications.
- Thoughtfully plan, organize, and implement complex projects.
- Meet with stakeholders including property owners, local citizens, and state and local governmental representatives.

**Physical Requirements**

- Must be able to walk on uneven surfaces and enter in confined spaces.
- Walking and climbing stairs daily.
- Sustained operation of keyboard devices.
- Prolonged sitting, standing, and walking in performance of daily activities.
- Use safety devices/equipment including but not limited to hard hats, glasses, dust masks, belts, steel-toed shoes, hearing protection, and fall harnesses. Observe all safety policies, clearance rules and regulations (lock-out/tag-out procedures).
- Stand and balance on concrete, blacktop, catwalks, uneven surfaces, scaffolding platforms, steep slopes, etc.
- Climb ladders while carrying tools and equipment to inspect work.
- Enter confined spaces using proper safety procedures.
- Work in or around buildings, shops, warehouses, reservoirs, pumping plants, canals, and other water infrastructure that are accessed on improved or unimproved roads in a variety of weather conditions such as temperatures greater than 100 degrees F and/or temperatures less than 0 degrees F.
- Work in environments that may contain various types of dust, pollens and may subject to loud noises.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**Other Requirements**

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.