



PUBLIC WORKS PROJECT MANAGER (FIXED TERM)

DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
REPORTS TO: Public Works Director
TERM ENDS: December 31, 2029

Introduction to the City and Department:

Join the City of Castle Pines, where commitment to operational excellence and a culture of innovation shapes our future. The Public Works Department is at the forefront of this mission, offering an opportunity to lead critical municipal engineering, capital, and operational initiatives. In this role, you'll drive impactful projects, foster community dialogues, and ensure our city evolves in alignment with its vision and goals.

Team Environment:

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate. Under the general supervision of the Public Works Director, this fixed term position focuses on coordination, inspection, interpretation, reporting, and administration of assigned capital projects.

General Purpose:

The Public Works Project Manager plans, coordinates, directs and oversees a wide variety of citywide capital projects, services, and activities. The job requires extensive coordination and communication efforts to monitor construction projects from initial design stages through completion. The Public Works Project Manager supervises technical construction work and prepares and administers project contracts, budgets, plans, schedules, and design specifications for single or multi-phased capital improvement projects, the position also provides construction-related oversight services ensuring projects are coordinated and completed within schedule and budget while adhering to local, state and federal standards, environmental and construction safety guidelines, and best management practices. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the public.

Key Responsibilities:

- Coordinates and manages the construction of public works projects including Right-of-Way (ROW), street, storm drainage facilities, through the use of consultants, contractors, and City staff.
- Develops and evaluates Invitations to Bid (ITB), Requests for Quote (RFQ), Requests for Proposal (RFP), Scopes of Work, and PS&E, coordinates and submits NOIs and NOTs and issues Notices to Proceed and Notices to Suspend Work.

- Inspects construction in progress and upon completion verifies compliance with contract conditions, specifications, codes, and timelines, and authorizes payment.
- Performs construction document and engineering plan reviews to assure compliance with City codes, plans, ordinances, and engineering and construction practices and standards.
- Communicates with contractors regarding concerns and issues related to contract specifications, materials, costs, safety, and timelines.
- Proactively manages projects to avoid or resolve issues between different parties and contract participants.
- Evaluates specifications and cost estimates for contract work to be performed on City construction projects and administers associated construction contracts.
- Coordinates and prepares construction schedules and contracts, and tracks work performed to ensure timely completion.
- Coordinates the work of contractors and consultants.
- Tracks the project budgets and manages the change order process.
- Coordinates activities with local, state, and federal agencies.
- Verifies permits are obtained from the appropriate entities and the requirements for those permits are met.
- Positively interacts with City Council and staff, contractors, businesses, public agencies, citizens, and other jurisdictions to exchange information, coordinate projects, and resolve issues and concerns.
- Conducts preconstruction and bid opening meetings.
- Coordinates public outreach.
- Coordinates construction surveying efforts when appropriate.
- Coordinates requests for information.
- Coordinates and directs project inspection efforts to ensure compliance with plans and specifications including required project submittals and materials testing.
- Oversees record drawing process to ensure accuracy and timely submittals.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Responds to routine public inquiries and complaints in a courteous and timely manner.
- Cultivates and maintains positive working relationships with contracted entities, consultants, developers, community and neighborhood organizations, governmental and non-profit agencies, external business partners, and internal City departments.
- Performs other duties as may be assigned.

Skill Requirements:

- Knowledge of engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects

- Knowledge of Federal, State, City, and other statutes, codes, and regulations governing municipal and civil engineering, bidding, and construction
- Knowledge of project cost estimation and accounting methods and techniques
- Knowledge of construction contract administration methods and negotiation techniques
- Reading and interpreting plans, contracts, and specifications
- Anticipating and resolving construction problems and mitigating City costs
- Strong customer service skills
- Knowledge of City policies regarding safe work practices
- Operation of standard office equipment, including a personal computer and job-related software applications
- Provide design and support services in the Engineering Department for City infrastructure and capital improvement projects
- Coordinate with and monitor outside engineering firms contracted to design large, complex projects
- Implement changes to improve workflow
- Answer inquiries and provide information to the public, other City departments, and private engineers, developers, and architects
- Write bid documents, review submitted bid documents, oversee bidding process, and monitor construction for adherence to specifications
- Coordinate City projects with other local, state, and federal agencies and interested and affected community groups
- Prepare and present reports and information to the public
- Perform on-site inspections of City construction projects
- Operate a motor vehicle
- Operate personal computer and job-related software applications
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public
- Maintain a professional demeanor at all times
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public

Educational Background and Experience:

- Bachelor's degree in Civil Engineering, Planning, Design, Construction Management, Public Administration, Architecture, or a related field or candidates without a degree may be considered with a minimum of 5 years verified experience in construction project management
- Minimum of five (5) years of experience in Public Works engineering, construction project management, infrastructure management and/or project management
- Valid Colorado driver's license required

Physical Demands and Work Environment:

- Primarily office-based with frequent visits to construction sites
- May require working outdoors in varying weather conditions with required personal protective equipment
- Occasional evening or weekend work may be required to attend public meetings or respond to emergency situations
- Must be able to lift up to 30 lbs.
- Must be able to walk/stand for extended periods during site inspections

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date