



LAKE COUNTY GOVERNMENT

Department of Human Resources

505 Harrison Ave.
PO BOX 964
Leadville, CO 80461
Phone: 719-486-7491



JOB ANNOUNCEMENT LAKE COUNTY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

JOB TITLE: Project Manager, Station 2
DEPARTMENT: Board of County Commissioners
SUPERVISOR TITLE: Board of County Commissioners
FLSA STATUS: Non-exempt, hourly position – Pay Dependent on Qualifications

FUNCTION OR PURPOSE OF THIS POSITION:

Performs a variety of work related to project manager duties associated with the construction and maintenance of the Leadville-Lake County Fire Rescue Station 2. This position is part-time from approximately late October 2018 until fall 2019, or when a Certificate of Occupancy is issued. This position will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner for this project.

An excellent Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind and great organizational skills.

The goal will be to ensure that this project is delivered on time according to requirements and without exceeding budget.

Responsibilities

- Collaborate with engineers, architects etc. to determine the specifications of the project.
- Obtain permits and licenses from appropriate authorities.
- Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations.
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Supervise the overall work of the project and report to the Board of County Commissioners.
- Evaluate progress and prepare detailed reports to be given to the County every 5 days, unless there is a change order.
- Ensure adherence to all health and safety standards and report issues.
- Must manage multiple facets of this project including: septic, well, electric, gas.
- Must attend the regular Tuesday Peak360 contractors conference call.

Requirements

- Proven experience as construction project manager.
- In-depth understanding of construction procedures and material and project management principles.



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- Familiarity with quality and health and safety standards.
- Good knowledge of MS Office.
- Familiarity with construction/ project management software, including CAD.
- Outstanding communication and negotiation skills.
- Excellent organizational and time-management skills.
- A team player with leadership abilities.
- BSc/BA in engineering, building science or relevant field.
- PMP or equivalent certification will be an advantage.
- Flexible schedule and the ability to travel to within Colorado for meetings related to this project through the duration of the construction project.

The successful candidate will understand the needs of first responders, fire, emergency services, and other like type functions and will make decisions with these stakeholders needs in mind. The successful candidate should have an understanding of Lake County and State of Colorado of Colorado Building Code as they pertain to this project.

Work Conditions:

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires regular exposure to inclement conditions and temperature as employee performs job in an outdoor setting for much of the time. Work involves regular exposure to hazards the normal hazards of a construction site. Requires standing, hearing, grasping and repetitive motions; regular communication with others (hearing and talking, both in person and over the telephone or radio); occasional pulling, lifting and holding 75 pounds; frequent pressing, grasping, walking, and repetitive motions. Frequent climbing, reaching, feeling, standing, and all other physical actions needed to perform the essential functions of the job. Requires good general vision.

To Apply:

- Please send completed applications to wsmith@co.lake.co.us or to Lake County Government C/O Whitney Smythe-Smith 505 Harrison Avenue., P.O. BOX 964, Leadville, CO. 80461
Applications can be found at- <http://www.lakecountycolorado.com/sites/default/files/20160912141232614.pdf>
or at the Lake County Workforce Center.
- Additional question can be directed to the above email.