JOB ANNOUNCEMENT

POSITION TITLE: Support Services Project Manager

DEPARTMENT: Support Services

POSITION NUMBER: 50-049

HOURS: Regular Part-time
20 hours per week (.5 FTE)

STARTING SALARY: $23.08 to $26.19 per hour DOQ

POSITION GRADE: Grade 9

FLSA CLASSIFICATION: Non-exempt status

TO APPLY: Send resume and cover letter to one of the following:
Search Coordinator
Health District of Northern Larimer County
120 Bristlecone Drive
Ft. Collins, CO  80524

FAX:  970-221-7165 (Attn.:  Search Coordinator)

Email:  searchcoordinator@healthdistrict.org

For full consideration, submit by Monday, February 3, 2020. Position will remain open and applications accepted until filled.

QUALIFICATIONS

Required
- Education or Formal Training
  - Minimum of a bachelor’s degree in Facility or Construction Management, Public Administration, Business Management or related field; will consider equivalent combination of education, training, and experience

- Experience
  - At least two years paid professional experience and excellent skills in:
    - Project management around facility support functions
    - Procurement and bidding for equipment and construction projects
    - Advanced troubleshooting and multi-tasking skills
Health District of Northern Larimer County  
Support Services Project Manager

- Organizing multiple tasks and meeting deadlines

- **Knowledge, Skills, and Abilities**
  - Ability to develop bid documents and manage maintenance and construction projects
  - Investigate site needs and review facilities to develop project plans and strategies which meet program objectives
  - Researching, planning, soliciting proposals and procuring equipment for facilities and construction projects
  - Ability to prepare services contracts, and manage third-party contractors
  - Exceptional problem solving skills and judgment
  - Ability to make presentations orally and in writing
  - Exceptional organizational and coordination abilities, including but not limited to organizing multiple tasks and meeting deadlines
  - Positive, professional demeanor with the public and with co-workers
  - Ability to work both cooperatively and independently
  - Ability to be a strong team player
  - Ability to maintain professional, positive, productive relationships
  - Ability to communicate well verbally and in writing and to keep accurate and complete records

- **Special Consideration Will Be Given For:**
  - Advanced Degree in Public Administration, Facility or Construction Management or similar field
  - Class “B” Commercial Driver’s License

- **Technology Skills**
  - Skills in Windows operating system, email, word processing, spreadsheet applications, and PowerPoint presentations

- **Working Environment/Physical Requirements**
  - 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.
Health District of Northern Larimer County
Support Services Project Manager

- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures, viewing a computer monitor, extensive reading.

- Must be able to sit or stand for prolonged periods.

- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier and other office equipment.

- Must have normal physical mobility, which includes movement from place to place on the job and lift up to 75 pounds.

- Must have the ability to communicate information and ideas verbally so others will understand.

  Requires Reliable Vehicle; Valid Driver’s License and Auto Insurance
Health District of Northern Larimer County
Support Services Project Manager

REPORTS TO Support Services Director

GENERAL DUTIES/PURPOSE
Serves as assistant to the Support Services Director, assisting with a wide variety of duties ranging from facility maintenance management to contracting for equipment purchases and construction services. Works with the Support Services Director to develop and support all Health District programs in the provision of facilities and equipment, and systems needed for ongoing operation.

SPECIFIC DUTIES
1) Facility Maintenance and Management
   a) Works with staff to procure and utilize proper equipment, software and services for achieving objectives and providing services to clients. This includes bidding and managing equipment maintenance contracts.

   b) Bids and manages janitorial and other common area maintenance contracts.

   c) Carries out long-term planning and scheduling for equipment installation and facility renovation projects.

   d) Proactively determines what will be needed for program changes and new spaces, including furniture, equipment and facility upgrades.

   e) Helps with assembly and installation of furniture and equipment at Health District facilities.

2) Bidding and Project Management
   a) Oversees bidding and project management for facility renovation projects within budget.

   b) Develops scope of work for projects.

   c) Reviews and responds to project communications/RFIs.

   d) Conducts regular jobsite visits to maintain current knowledge of construction progress.

   e) Documents and tracks project activities.

   f) Monitors the progress of the project and makes adjustments as necessary to ensure the successful completion of the project.

   g) Oversees contractor activities and provides quality control by completing punch lists for issues on construction projects.

3) Other
   a) Assists with the biennial Board of Directors election including management of third-party service contracts.

Revised January 2020
b) Performs miscellaneous financial functions including daily deposits and individual cash drawer reconciliations.

c) Works as a team member, participating in group meetings and special events as required.

d) Works on a wide variety of other projects assigned by the Support Services Director.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.