POSITION TITLE | Support Services Project Manager
DEPARTMENT | Support Services
SALARY GRADE | Grade 9
REPORTS TO | Support Services Director

POSITION OVERVIEW
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, building maintenance and construction services. Works with the Support Services Director to support all Health District programs in the provision of facilities and equipment, and systems needed for ongoing operation. Helps manage rental properties owned by the Health District.

SUPERVISION AND FISCAL RESPONSIBILITIES
This position has no supervisory or fiscal responsibilities.

EXAMPLES OF DUTIES
Facility Maintenance and Management
• 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.
• Bids and manages janitorial, HVAC, landscaping, and other common area maintenance contracts.
• Carries out scheduling for equipment installation and facility maintenance projects.
• Proactively determines what will be needed for program changes and new spaces, including furniture, equipment, and facility upgrades.
• Helps with delivery, assembly and installation of furniture and equipment at Health District facilities.
• Coordinates with building tenants to ensure their facility related needs are considered and addressed.

Bidding and Project Management
• Oversees bidding and project management for facility renovation projects within budget.
• Reviews and responds to project communications and RFI’s.
• Conducts regular jobsite visits to oversee progress and quality of construction projects.
• Tracks and documents project activities.
• Monitors the progress of the project and adjusts as necessary to ensure the successful completion of the project.
• Oversees contractor activities and provides quality control by completing punch lists for issues on construction projects.

Other
• Assists with the biennial Board of Directors election including management of third-party service contracts.
• Performs miscellaneous financial functions including daily deposits and individual cash drawer reconciliations.
• Works as a team member, participating in group meetings and special events as required.
• Develops and maintains positive, professional, and productive relationships with consumers, the public, other agencies, co-workers, and supervisors.
Health District of Northern Larimer County
Support Services Project Manager

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

QUALIFICATIONS
- Minimum of a bachelor’s degree in Facility or Construction Management, Public Administration, Business Management, or related field; or a combination of education, training, and experience
- Advanced Degree in Public Administration, Facility or Construction Management or similar field is desired.
- At least two years paid professional experience and excellent skills in:
  - Project management around facility support and property management functions
  - Procurement and bidding for services, equipment, and construction projects
  - Oversight of commercial construction projects
  - Advanced troubleshooting and multi-tasking skills
  - Organizing multiple tasks and meeting deadlines
- Ability to develop bid documents and manage maintenance and construction projects.
- Researching, planning, soliciting proposals and procuring services, furniture and equipment for facilities and construction projects
- Ability to prepare service contracts and manage third-party contractors.
- Investigate site needs and review facilities to develop project plans and strategies which meet program objectives.
- Exceptional problem-solving skills and judgment
- Ability to make presentations orally and in writing.
- Detail oriented, excellent organizational skills, a commitment to a high-level accuracy
- Ability to work both cooperatively within a team and independently.
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Intermediate skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Requires reliable transportation; valid driver’s license and auto insurance if reliable transportation is by personal automobile.
- Must comply with infection control policies for this position. Requirements include providing documentation of MMR, Varicella, Tdap and Hep B (Hep B is optional, but strongly recommended) immunizations and compliance with tuberculosis training, screening, and testing on hire.

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.

WORK ENVIRONMENT
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.
- 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 the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.

General Benefits Description - For qualifying employees, the Health District provides paid time off, medical, and dental insurance, life, and disability insurance, 401(a) employer match, and a robust...
employee wellness and recognition program. Vision insurance and an additional pre-tax retirement plan are offered. A complete list of benefits can be found on the Health District website.

**Equal Opportunity Employer** - The Health District is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.