



Town of Mt. Crested Butte, Colorado Capital Projects Manager

Job Summary

Plan, schedule, and lead capital projects for the Town of Mt. Crested Butte including major projects for roads, town buildings, recreational path, sidewalks, playgrounds, parks, and Wedding Garden. This includes, but is not limited to, capital project planning, project development, budgeting, cost estimating, project management, construction coordination, construction administration, and project oversight. This position would work closely with the Town Manager, Maintenance, and Parks Departments.

Qualifications

- Must have a clean driving record and valid driver's license
- Innovative, self-motivated, and able to problem solve for a variety of situations
- Organized, proactive, and solutions oriented
- Ability to work well in group and individual situations
- Good customer service and communication skills
- Ability to use independent judgement and assume responsibility for decisions and actions
- Excellent communication skills and a positive attitude
- Flexibility and adaptability to adjust to ever changing situations effectively and efficiently

Requirements

- **Minimum Education requirements:** At a minimum an associates of science degree in engineering or architectural technology and at least five years' experience in a directly related field or an equivalent combination of education or experience or equivalent combination of education and experience.
- **Preferred Education Requirements:**
 - Required experience and/or education in the fields of civil engineering, urban planning, urban design, landscape architecture, and/or construction management
 - Minimum five years' experience in construction administration and field supervision of construction projects, preferably civil projects
- Knowledge of construction best practices and code compliance
- Knowledge of project scheduling, contract administration and government compliance
- Must be able to interpret construction and specification documentation for civil and landscape projects
- Ability to create schematic drawings for construction projects
- Proficient in Microsoft Office Suite
- Knowledge of AutoCAD, ArcGIS, Bluebeam, and/or Adobe Acrobat
- Experience with grant funded projects is desirable

Starting salary range is \$70,979-\$99,371 based on qualifications and experience. Town paid benefits package: 100% paid health, vision and dental insurance for yourself and your family, 100% paid life

insurance, retirement package, paid holidays, vacation and sick days, wellness program, work from home policy, and dog friendly workplace.

To apply please email your cover letter, resume and references to Tiffany O'Connell at toconnell@mtcb.colorado.us. Please email or call her with any questions, 970-349-6632, ext. 2.