



MILE HIGH FLOOD DISTRICT

2480 W. 26th Avenue, Suite 156B Denver, CO 80211
303-455-6277, FAX 303-455-7880, www.mhfd.org
An Equal Opportunity Employer

Protecting people, property, and our environment through preservation, mitigation, and education.

PROJECT MANAGER

Description:

This is a full-time, non-exempt position as a Project Manager with the Mile High Flood District (MHFD). This position provides a variety of professional functions associated with stormwater quality, master planning, floodplain mapping, design and construction, and stream management. The Project Manager position plays a critical role in collaborating with local government partners, guiding responsible watershed development and managing streams towards resiliency.

Duties and Responsibilities may include:

- Supports local governments in stormwater discharge permit compliance.
- Authors guidance documents and criteria manual revisions.
- Develops outreach efforts to local governments and the floodplain community to promote responsible use of District criteria and software.
- Plans, coordinates, and manages capital improvement projects, including the management of project consultant and contractors
- Conducts watershed master planning studies including the procurement and management of mapping and engineering services
- Oversees the development and technical review of supporting documentation for Flood Hazard Area Delineation studies
- Reviews private land development referrals for compliance with the MHFD Maintenance Eligibility Program (MEP)
- Oversees stream maintenance activities
- Negotiates and develops Inter-governmental agreements
- Administers consultant and construction contracts, including the bidding and award process
- Assists in the preparing of project cost estimates for programming and budgeting
- Provides supervision and mentorship of Construction Managers and student interns and performs annual employee performance reviews
- Maintains a strong relationship with developers, consultants, contractors, and with local, state, and federal government staff and officials
- Provides leadership in assisting local governments with effective stormwater and floodplain management
- Serves as District Public Information Officer by interacting with the media and public on an as-needed basis

- Manages special projects, coordinating with other staff and partners

Minimum Qualifications:

- Bachelor of Science degree in civil engineering or other relevant branch of engineering
- Eight (8) years' experience of which at least three must be in responsible charge in the field of stormwater management and/or floodplain management. A master's degree may be substituted for one year of experience
- Registration as a Professional Engineer by the Colorado State Board of Registration for Professional Engineers and Land Surveyors at the time of application
- Registration as a Professional Engineer by another state will be accepted in lieu of this requirement provided the applicant is registered by Colorado upon completion of the probationary period

Key Competencies:

- Extensive knowledge of hydrology, hydraulics, drainage, and floodplain management concepts and ability to apply such knowledge to specific problems
- Working knowledge of the technical and practical aspects of engineering planning, design, construction, floodplain mapping, and project supervision
- Demonstrated ability to apply such knowledge and concepts to specific problems
- Demonstrated project management skill to effectively delivery goal based projects
- Ability to work effectively and cooperatively with other members of the staff, other governmental agencies, consulting engineers, and the public
- Possess high levels of both oral and written communication skills
- Demonstrated interest and ability in maintaining technical proficiency and developing interpersonal skills

Availability and Salary:

- Immediate Opening
- Starting compensation rate: \$82,000 - \$105,000
- Application Closing Date: September 25, 2020

Contact:

Send cover letter and résumé to Amelia Deleon, Human Resources Manager,
adeleon@mhfd.org

Last revised: September 2020