



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, 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:

- Support 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, local, state, and federal government 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's Degree in Civil Engineering or other relevant branch of engineering
- Colorado-licensed Professional Engineer

- Eight (8) years' experience of which at least three (3) must be in responsible charge in the field of stormwater management and/or floodplain management. A Master's Degree may be substituted for one (1) year of experience
- Seven (7) or more years' of experience in responsible engineering work with civil engineering consulting firm, construction firm, and/or public agency.
- Experience shall include engineering design, hydrology and hydraulics, construction management and/or related activity.

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 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
- Demonstrated interest and ability in maintaining technical proficiency and interpersonal skills development
- Excellent verbal, written, and interpersonal communication skills

Availability and Salary:

- Immediate Opening
- Starting compensation range: \$83,000 - \$105,000 (Compensation will commensurate with experience)
- Application Closing Date: Until Filled

Contact:

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

Last revised: April 2021