

Mt. Crested Butte Water & Sanitation District

Capital Projects Supervisor

Job Summary

The Mt. Crested Butte Water & Sanitation District is accepting applications for a Capital Projects Supervisor. Under the general direction of the District Manager, this full-time position is responsible for professional level oversight on all phases of capital expenditure construction projects for the District. Desired skills and experience include a successful record of delivering projects on schedule and within budget, strong project management skills, effective communication skills both written and verbal, and a passion for water and wastewater construction projects.

Typical Duties and Responsibilities:

- Act as the primary point of contact for senior leadership and project stakeholders, managing expectations, and ensuring needs are addressed throughout the project lifecycle
- Ensure the projects are constructed per design, budget, resources, quality, and schedule
- Conduct regular site visits to monitor construction progress, ensuring adherence to plans, specifications, and safety standards
- Supports Project Engineers with development and review of submittals, requests for information (RFIs), and change order requests (CORs)
- Work in a highly detailed manner that creates strong and clear organizational understanding of project progress
- Prepare technical reports and deliver presentations for professional meetings
- Conduct and lead weekly construction project meetings
- Prepare progress reports and presentations for Board of Director meetings
- Create and manage comprehensive project schedules using plans and input from subcontractors
- Develop and implement short and long-range strategic/operational goals, plans, programs and initiatives
- Review and approve pay applications; review and resolve change order requests; and review record drawings for accuracy
- Develop full-scale project plans including project schedules, deadlines, and determining critical milestones. Define project tasks and resource requirements and communicate these to leadership to ensure project timing is not impacted by internal/external roadblocks
- Manage multiple construction projects simultaneously
- Develop and manage the annual capital improvement program budget
- Provide leadership, general supervision, and overall direction to contractors
- Establish policies, procedures, and work methods to monitor and enhance technical performance and to ensure safety, quality control, and efficiency standards are met
- Ensure system compliance with all current and future CDPHE regulations
- Evaluate proposals; negotiate, execute and manage key contracts; ensuring contract terms and contractors' obligations are met
- Provide professional/technical expertise, guidance, and direction in project feasibility, regulatory compliance, and legal liability issues

- Manage major work plans and project initiatives; monitor and evaluate work progress; ensuring achievement and completion of milestones
- Monitor legislation and technological developments; formulate recommendations to meet compliance requirements, and enhancing/optimizing operations
- Coordinate with others to plan and execute major and/or complex projects and to schedule major work initiatives
- Build and maintain relationships with clients, subcontractors, and vendors
- Conduct post-project evaluations to assess outcomes, identify lessons learned, and integrate insights into future projects for continuous improvement

Desired Skills and Experience:

- Bachelor of Science degree in related field (Construction Management, Civil, Mechanical, Environmental) Masters or Doctorate degree a plus
- Professional Engineer (PE) in State of Colorado or ability to obtain within 6 months
- Project Management Professional (PMP)[®] Certification
- 5+ years of heavy civil construction experience, preferably in water treatment or wastewater construction
- Successful record of delivering projects on schedule and within budget
- Proficient with Microsoft Office Suite, MS Project and Construction Management software
- Experience with alternative delivery methods

Salary and Benefits:

Excellent benefit package includes 100% employer paid premium for individual, spouse, & family on medical, dental, vision, and life insurance. Other benefits include 12 paid holiday days, two weeks paid vacation, paid sick leave, paid personal leave, retirement plan (5% employer/employee match contribution, plus 1-3% optional match), employee home ownership program, employer provided uniforms, and a wellness benefit/ski pass.

Starting salary \$90,000 - \$130,000 annual, DOQ

Please submit your resume and cover letter to info@mcbwsd.com or Mt. Crested Butte Water & Sanitation District, PO Box 5740, Mt. Crested Butte, CO 81225
Position is open until filled. MCBWSD is an Equal Opportunity Employer.