



HIGH LINE CANAL
CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

~Position Posting~
March 2024

Title: Project Manager
Reports to: Chief Operating Officer
Duration: 1-2 Year Position
Compensation: \$80,000-\$95,000/annually, commensurate with experience. Includes a competitive benefits package with medical, dental, life and disability insurance, generous time off policy and retirement plan with 3% match after one year of employment.

This is a full-time, exempt, termed position. Occasional weekend, early morning and evening work will be required. This is a hybrid position with estimated work in office (50%), remote (30%) and outside on the trail (20%).

High Line Canal Conservancy

An extraordinary feat of engineering now 140 years old, the 71-mile High Line Canal is out living its historic function as an irrigation utility and has taken on new life as a recreational resource, wildlife corridor and green stormwater infrastructure. The High Line Canal Conservancy is a nonprofit organization with the mission to preserve, protect and enhance the High Line Canal in partnership with the public through stewardship, community engagement and collaboration with local agencies.

Position Summary

This position provides a unique opportunity to be part of an enthusiastic and growing nonprofit dedicated to the long-term protection and enhancement of one of the nation’s longest and most unique urban recreational and ecological assets.

The High Line Canal Conservancy is seeking a highly qualified Project Manager to manage the design and construction of multiple capital improvement projects along the High Line Canal. Capital improvements focus on improved access and amenities such as pedestrian bridges, trail construction, shade structures, gathering areas, natural play elements, bike skills courses, fitness stations, benches and signage. The Project Manager will work under the direction of the Chief Operating Officer and in close partnership with the Director of Planning and Implementation, and local jurisdictions along the Canal.

Responsibilities

The Project Manager will be responsible for project planning, design oversight, budget management, bidding, construction oversight and other duties as assigned.

Oversight of Design and Engineering

- Coordinate with Conservancy staff and agency stakeholders in the scheduling, development, and completion of projects.
- Organize and participate in the procurement of design and engineering consultants including development of request for proposals (RFPs), evaluation and scoring of proposals and interviews, recommendation of award negotiation of professional services agreements and amendments.
- Monitor, evaluate and manage performance of consultants to advance project designs in alignment with The Plan for the High Line Canal and consistency with local jurisdiction requirements and processes. Track design and engineering expenditures to ensure consistency with budgets.

- Coordinate Conservancy and jurisdiction review and approval of project design for proper alignment to scope, quality, budget and schedule at key milestones.
- Update design guidelines as project designs are completed.
- Provide project updates for dissemination to local jurisdictions and the public.

Monitoring of Contracted Construction

- Manage contractors to ensure compliance with design, contractual obligations, applicable regulations, Conservancy goals and partner expectations.
- Lead development of operational tools for field reporting and monitoring of schedules and budgets. Maintain, update and distribute reports and data to project partners.
- Participate in negotiation of construction services agreements and amendments.
- Assist with providing professional/technical assistance and project updates to citizens, other departments, management, and agency partners.
- Lead construction oversight for projects, conducts on-site inspections with contractors, identify pre-problems areas, coordinate and approve construction schedules and monitor project through completion.
- Organize and participate in bidding for construction contracts including preparation and/or review of bid documents, review bid scopes and pricing, negotiate, and approve contracts and change orders.
- Monitor, evaluate and manage performance of construction contract services (e.g., scheduling, constructability/compliance review, construction management, billing, etc.)
- Identify issues and resolution of disputes and claims, may apply judgment on all design and construction related problems and trouble shoots to expedite completion and closeout of projects.
- Manage project budget: deliver high quality projects on time and on or under budget.
- Perform other related duties as assigned.

Qualifications

Required Qualifications

- Bachelor's degree in engineering, architecture, landscape architecture, construction management or related field. An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.
- Minimum of 5 years project management with 3 years in construction project management.
- Comprehensive knowledge of current engineering design and construction principles and practices applicable to public facilities projects; local, state and federal laws and regulations.
- Valid driver's license and personal vehicle that can be used for work. Ability to maintain an acceptable driving record. Mileage will be reimbursed.
- Available to work occasional evenings and weekends as needed.

Desired Skills/Competencies

- Strong communication, analytical and organizational skills.
- Skilled in checking information for accuracy and completeness and correcting errors.
- Ability to read, understand and interpret engineering plans, drawings and specifications.
- Experience or knowledge in the areas of public improvement construction, municipal government policies, procedures and structure.
- Experience with Microsoft Office: Outlook, Word, Excel, and PowerPoint.
- PMI Certification desired. (Other professional certifications considered).
- Spanish language skills desired.

Physical Demands:

- Sedentary and physical work requiring ability to lift a maximum of 30 pounds.
- Occasional lifting, carrying, walking and standing; hand/eye coordination to operate computer and related equipment; speech and hearing to maintain communications with other employees.
- Vision to read and review design plans.

Equipment Used:

- Computer and peripheral equipment. This position may require occasional use of personal equipment (e.g., vehicle, cell phone, tools, etc.) in the course of their employment.

Abilities and Personal Characteristics

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following characteristics:

- **Collaborative:** Ability to utilize excellent interpersonal communication skills to work cooperatively with colleagues in a small-team environment, coordinate closely with partners and stakeholders, and to work efficiently, meet deadlines and maintain accurate records.
- **Initiative-taking:** Ability to work independently and is highly organized with strong critical thinking skills, attention to detail and an ability to multi-task.
- **Adaptable:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Inclusive:** Committed to reducing barriers that prevent equitable access to outdoor spaces, decision making processes and other resources related to engagement in nature and the outdoors.

Application Instructions

Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicant's interest in and qualifications for the position. Please send both documents as one PDF attachment in an email to employment@highlinecanal.org. No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

This position is open until filled.

The Conservancy is dedicated to the principles of equal opportunity for all employees, applicants, volunteers, program and event participants, trail users and visitors, partners, and other organizational stakeholders. We prohibit unlawful discrimination and harassment based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, genetic information, native language, sexual orientation, transgender status, gender identity, gender expression, marital status, gender, veteran status, political service, and affiliation or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.

Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.