



## Capital Projects Manager

**Department:** Engineering

**FLSA Status:** NE

**Reports to:** District Engineer

**Revision Date:** 02/09/2026

**Pay Grade 17: \$93,250 - \$130,551**

### Job Summary:

The Capital Projects Manager manages the planning and design-phase delivery of wastewater treatment and collection system capital projects, including schedule, scope, budget tracking, permitting coordination, stakeholder engagement, and risk management, advancing projects from concept through fully permitted, bid-ready status. Operating under the technical direction of the District Engineer, this position serves as the primary coordination point with regulatory agencies, landowners, developers, utilities, and consultants during planning, design, and permitting, without exercising engineering judgment or construction acceptance authority. Completed projects are formally handed off to Engineering for bidding, construction management, inspection, and closeout.

### Essential Duties and Responsibilities:

The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. The District may change these duties at any time.

#### Project Delivery & Coordination

- Manages multiple (typically 2–4) capital projects concurrently at varying stages of planning, design, and permitting.
- Develops, maintains, and monitors project schedules, milestones, risk registers, and coordination plans.
- Tracks consultant progress against approved scopes, schedules, and deliverables; identifies conflicts, risks, or delays and escalates issues to the District Engineer.
- Coordinates internal project inputs across Engineering, Operations, Inspection, GIS, Administration, and Legal.
- Prepares concise, accurate project status reports, schedules, and briefing materials for District leadership.

#### Design-Phase Consultant Management

- Assists in developing scopes of services and Requests for Proposals (RFPs) for planning, design, survey, environmental, and permitting consultants.
- Serves as the District's day-to-day coordination point with design-phase consultants.
- Coordinates consultant activities and elevates scope, performance, or schedule concerns to the District Engineer.

- Incumbents may provide functional project leadership to consultant project managers to support coordination, schedule adherence, and delivery expectations.
- Tracks consultant invoices and deliverables and coordinates technical review with Engineering staff.

### **Permitting & Regulatory Coordination**

- Develops and manages permitting coordination strategies for collection system capital projects.
- Coordinates permitting and approvals with applicable agencies, which may include:
  - Colorado Department of Public Health and Environment (CDPHE), including Regulation 22 approvals and the COR400000 Construction Stormwater Permit
  - CDPHE groundwater discharge permits (as applicable)
  - U.S. Army Corps of Engineers (Section 404 wetlands)
  - Local floodplain authorities
  - NEPA review (as applicable)
  - Irrigation ditch companies
  - Railroads
  - North Front Range Water Quality Planning Associate (208 Agency)
  - Cities, counties, and special districts
- Tracks permit conditions, timelines, and dependencies and communicates impacts to project schedules.

### **Easements, Landowner & Stakeholder Coordination**

- Coordinates easement acquisition support activities in collaboration with legal counsel, surveyors, and engineering staff.
- Serves as the primary District point of contact for landowners during planning and design-phases.
- Supports landowner communications and negotiations under the direction of the District Engineer.
- Coordinates with developers regarding alignment, timing, and infrastructure interfaces.
- Supports development agreements, reimbursement agreements, and intergovernmental coordination related to capital projects.

### **Utility & External Coordination**

- Coordinates with utility providers regarding conflicts, relocations, and service interfaces.
- Facilitates interagency coordination meetings and communications.
- Serves as a consistent external-facing project representative during planning and design-phases.
- Project Handoff to Engineering
- Ensures projects are advanced to a complete, coordinated, and permitted condition prior to bidding.
- Coordinates formal handoff of bid-ready project documentation to Engineering staff for procurement and construction management.
- Provides continuity support during bid and pre-construction phases as requested.

**Other Duties/Responsibilities:**

- Maintains awareness of District standards, policies, and applicable regulatory requirements.
- Participates in meetings, training, and professional development activities as assigned.
- Provides cross-departmental coordination support as needed to advance capital program objectives.

**Authority and Decision-Making Clarification**

The Capital Project Manager exercises delegated project coordination and administrative authority in support of capital project delivery. The position is responsible for coordinating work, tracking progress, identifying risks, and making recommendations.

The Capital Project Manager does not exercise engineering judgment; does not approve technical designs, change orders, or pay applications; does not accept constructed facilities; and does not bind the District contractually. Final approvals, technical determinations, and legal authority remain with the District Engineer or other designated approving authority.

**Supervisory Duties:**

None. This position may provide coordination and functional leadership to consultants and project teams but does not exercise formal supervisory authority over District staff.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Working knowledge of public water and wastewater utility infrastructure sufficient to coordinate planning, design, permitting, and constructability reviews.
- Knowledge of gravity sewer systems, lift stations, pump stations, pipe materials, rehabilitation techniques, and utility coordination practices.
- Ability to evaluate design concepts and consultant deliverables for coordination, completeness, and constructability without exercising engineering judgment.
- Knowledge of capital project budgeting, scheduling, delivery methods, and consultant administration.
- Ability to prepare clear written materials, schedules, and reports for technical and non-technical audiences.
- Strong organizational skills with the ability to manage multiple projects and competing priorities.
- Ability to communicate professionally with regulators, landowners, consultants, developers, utilities, and internal stakeholders.
- Proficiency in project coordination and documentation software, including Microsoft Office, project scheduling tools, Bluebeam, GIS platforms, and related systems. Familiarity with AutoCAD or Civil 3D is beneficial but not required.

**Education and Experience:**

- Bachelor's degree in engineering, construction management, planning, environmental science, public administration, or a related field, or an equivalent combination of education and experience.

- Minimum of three (3) to five (5) years of experience supporting or managing public infrastructure, utility, or capital improvement projects.
- Demonstrated experience coordinating design consultants, permitting agencies, and external stakeholders strongly preferred.

**Licenses/Certifications:**

- Valid Colorado driver's license and satisfactory driving record required.
- Project management certifications (e.g., PMP, CCM) are desirable but not required.  
**Professional engineering licensure is not required for this position.**

**Physical Activities:**

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some lifting and outdoor work, including inspections, site work, and walking. Moderate physical activity is required — the ability to lift 50 pounds, occasionally exposed to outside weather conditions. This position requires standing, walking, sitting, stooping/bending, and repetitive motion. This position requires working with standard office equipment (such as telephone, fax, personal computer, and printer).

**Working Environment:**

This person must be able to work in an office-based team environment as well as work in a variety of settings and all-weather extremes and conditions during the day and possible callback situations. Work may result in exposure to wastewater or untreated water supplies containing infectious disease agents such as bacteria, viruses, fungi, and parasites.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or other duties assigned by management.**