

# Job Posting: Project Manager

Position: Project Manager  
Type: Part-Time, 25 hours per week  
Supervisor: Design Review Committee  
Salary: \$37,000 Annually  
Duration: July 2024 – March 2026

To Apply: Submit a current resume and cover letter to: [ann@townofbluff.org](mailto:ann@townofbluff.org)

Position open until filled

## **Overview**

The Town of Bluff (Town) and Utah Diné Bikéyah (UDB) jointly seek a motivated, collaborative Project Manager to oversee and manage the redevelopment of the Cooperative Cultural Center located in Bluff, Utah.

The Project Manager will assist the Town and UDB in planning for the design, remodeling, and reconfiguration of the Cooperative Cultural Center so as to best accommodate both parties. The redevelopment process encompasses architectural design; vehicle and pedestrian ingress/egress, and parking; heating, ventilation, and air conditioning systems; fire suppression systems; windows and doors; siding and exterior elements; electrical systems; signage and lighting; common elements and open space; planning for possible third-party rental or usage space; phasing of improvements; and other incidental tasks.

## **Key Responsibilities**

- Serve as a primary liaison between the Town of Bluff, Utah Diné Bikéyah, and other key stakeholders to ensure effective communication and collaboration to meet the needs and expectations of all parties involved.
- Work closely with local and state agencies to secure necessary permits and approvals.
- Coordinate with relevant entities to adhere to regulations and guidelines governing the renovation project.
- Manage grant budgets, monitor expenditures, and provide regular updates to stakeholders.
- Prepare and submit grant reports in accordance with specified deadlines.
- Work closely with architects, engineers, and contractors to ensure project specifications and timelines are met.
- Develop and maintain a comprehensive project timeline.
- Determine the project deliverables and specifications, including the project scope, necessary project resources, and estimated labor needed by collaborating with the clients, engineers, and architects.
- Calculate the cost estimate of project tasks and accurately manage the project budget.
- Communicate the status of the building project to the Design Review Committee by providing regular progress reports.
- Manage and provide guidance on procurement policies, following all local and federal regulations

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- Write, develop and administer sealed bid process/Request for Proposals (RFPs) and Request for Qualifications (RFQs)
- Manage adherence to Quality Assurance Project Plan (QAPP)
- Prevent injuries, slowdowns, and project risks by demanding complete adherence to health and safety standards on construction sites, and reporting safety regulation issues promptly.

## **Required Qualifications and Skills**

- Strong verbal, written, interpersonal, and public speaking communication skills
- Highly organized with excellent time management
- Familiarity with grant management processes
- Ability to collaborate effectively with diverse stakeholders

## **Preferred Skills**

- Proven experience in project management, preferably in construction or renovation projects
- Familiar with Davis-Bacon Wage requirements and the Buy America, Build America program
- Knowledge of local and state regulations related to construction projects
- Project Management Professional (PMP) certification is a bonus
- Knowledge of the construction industry and entire building process, including building codes, blueprints, permits, construction equipment, material resources, construction processes, and project management principles is a bonus

## **Salary and Benefits Package**

- This is a contract-based position
- Hybrid (remote and in-person) working arrangement negotiable
- This position is currently part-time with the potential for expansion based on project needs and funding availability

Town of Bluff is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Town of Bluff makes hiring decisions based solely on qualifications, merit, and business needs at the time.