



STATE OF COLORADO  
invites applications for the position of:

# Facilities Property and Project Manager

This position is open only to Colorado state residents.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway Denver, CO 80203

**SALARY:** \$4,583.33 - \$4,899.00 Monthly

**OPENING DATE:** 08/23/21

**CLOSING DATE:** 09/12/21 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



# History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and

meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

- Strong, secure, yet flexible retirement benefits including a PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

## **DESCRIPTION OF JOB:**

Under the direction and in support of the Director of Facilities, this position serves as the property manager for vacant/leased HC-owned properties; coordinates and manages capital construction and controlled maintenance projects ranging in value from a few thousand dollars to over \$2 million. Projects are statewide and involve a portfolio of 50 contemporary and historic structures and over 2,000 acres of cultural landscape.

### **Project Management**

- Oversees State Building requirements for project management.
- Assesses facility and land infrastructure needs.
- Establishes and manages construction project budgets.
- Coordinates construction bidding process.
- Collaborates with Procurement to write and execute contracts for construction projects.
- Schedules site visits with Community Museum Directors, architects, engineers, and contractors.
- Manages and coordinates project meetings and schedules.
- Reviews architectural plans.
- Coordinates and document code review.
- Ensures information and project assignments are communicated to the appropriate personnel.
- Processes project billing.
- Ensures projects meet the State of Colorado fiscal rules and federal requirements as needed.
- Prepares progress and project budget reports, verify and process billing as directed.
- Provides information to appropriate staff regarding project status and all proposed changes.
- Maintains appropriate records for projects, including but not limited to: budget, scope, reports, correspondence, code compliance reviews, drawings, and meeting minutes.
- Thoroughly documents all repairs, upgrades, maintenance, and modifications to properties; maintain traceable electronic records.
- Compiles and submits all paperwork for project requests and project closeouts per the Office of the State Architect and federally funded project requirements.
- Coordinates with all required state and federal agencies.
- Files all insurance claims and follow through with addressing the situation and repairs.
- Files all annual reporting on land management issues.
- Works with volunteers and interns.

### **Facilities Planning:**

- Works collaboratively with appropriate divisions within the organization in planning for programming and operating needs.
- Works with all Community Museums Directors to Maintain database of facility needs, identify and prioritize controlled maintenance and capital construction projects, and provide day to day facilities guidance as needed.

**Property Management:**

- Responsible for the oversight and management of vacant and lease properties
- Acts as the main point of contact for tenants in leased spaces.
- Oversees leased property maintenance, coordinates repairs, maintenance and upgrades with vendors and tenants.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

The successful candidate must have a minimum of three years experience with construction projects, budgeting, scheduling and contracting, supervision of professionals and contractors, knowledge of architectural/engineering standards, building code issues, ADA requirements, and establishing/maintaining construction budgets. Strong organizational, managerial, and oral and written communication skills are paramount to the success of this position.

Preferred qualifications include experience with Historic Preservation standards; a degree in construction management, architecture, history, historic preservation, planning, multi-media communications, business, or accounting; experience in grant writing; knowledge of capital construction and controlled maintenance facility evaluation, construction project management requirements and developing master planning objectives. Able and willing to learn State of Colorado fiscal rules as well as State Building requirements.

**SUPPLEMENTAL INFORMATION:**

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or convicted of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email [Dany.Mccoy@state.co.us](mailto:Dany.Mccoy@state.co.us).

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online is the preferred method of application for this announcement.

**DEPARTMENT CONTACT INFORMATION:**

Dany.mccoy@state.co.us

**METHODS OF APPOINTMENT:** Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA\_0000\_08\_19  
FACILITIES PROPERTY AND PROJECT MANAGER  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Facilities Property and Project Manager Supplemental Questionnaire**

- \* 1. History Colorado staff has been working together in response to the events that happened last year to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues [https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism\\_Grounding\\_Virtues.pdf](https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf) And tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?

\* Required Question