



City of Missoula

Senior Project Manager - Surface Projects

SALARY	\$43.58 - \$50.68 Hourly \$90,646.40 - \$105,414.40 Annually	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00765
DEPARTMENT	Public Works & Mobility	DIVISION	PWM-Engineering
OPENING DATE	10/14/2026		

Overview

Are you ready to lead impactful infrastructure projects that make a lasting difference in the community?

The City of Missoula is seeking an experienced, forward-thinking **Senior Project Manager – Surface Projects** to lead complex, multimillion-dollar projects that shape how our community moves, grows, and connects. From streets and sidewalks to critical public infrastructure improvements, you'll guide projects from planning and design through construction, balancing technical excellence, fiscal responsibility, and community priorities to help build a safer, more accessible, and more connected Missoula.

In this leadership role, you'll bring people, ideas, and resources together to turn ambitious plans into real-world results. You'll lead multidisciplinary teams, manage consultant and contractor partnerships, oversee project budgets and schedules, and engage with residents, City staff, elected officials, and external agencies to keep projects moving forward. If you're a collaborative problem-solver who thrives on complex challenges, values transparent and responsive public service, and wants to see the tangible results of your work in the community, we invite you to bring your expertise to the City of Missoula.

Priority screening of applications will begin on Wednesday, October 28, 2026. It is in your best interest to apply before this date. Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

To Apply: All applicants must submit the **City of Missoula Application**.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:

This is a salaried (Exempt) position. The starting salary for this position is \$90,646 to \$105,414 annually (\$43.58 to \$50.68 per hour), depending on qualifications and experience. This position has a full salary range of \$90,646 to \$111,737 annually (\$43.58 to \$53.72 per hour), reflecting potential wage growth over time through annual longevity increases and cost-of-living adjustments.



Essential Functions

- Oversee project planning, and development of high priority projects, including public outreach, design review construction administration, inspection, reporting, recordkeeping, etc.
- Supervise and direct employees, including assigning and reviewing work, performance evaluations, and training; provide recommendations in hiring, discipline, and termination decisions; provide support by correcting deficiencies, and building strengths to ensure effective working relationships.
- Ensure safe operation of equipment and safety training of employees.
- Manage, negotiate, and administer contracts with various consultants, including architects, engineers, and contractors; monitor progress, budget, and schedules.
- Prepare and execute appropriate solicitation documents (RFQ, RFP, Limited Solicitation, etc.) in alignment with City procurement policy for a variety of contract delivery methods (low bid, CMGC, CMAR, design-build); execute and manage the contractor/consultant selection process.
- Lead work teams consisting of consultants, contractors, internal City staff, and external agencies.
- Prepare and manage grants with federal and state agencies; prepare reports; document performance measures.
- Review public infrastructure plans, prepared by professional engineers and architects, to ensure compliance with federal, state, local regulations, City standards and objectives; coordinate resources to ensure timely, multidisciplinary review of plans.
- Manage and perform inspections and quality assurance for construction in the public right-of-way.
- Interpret and distill project information to staff, elected officials, citizens, and other stakeholders at public hearings and informational meetings; maintain all project records and studies.
- Serve as spokesperson for projects, including presenting information to various City entities, media, and the public.
- Serve as project expert/spokesperson within various external committees.
- Collaborate with City departments in support of project implementation and developing public information resources.
- Respond to questions, complaints, and other inquiries from consultants, contractors, property owners, citizens, etc.
- Utilize various software and database systems to review plans, as-built drawings, and to collect data for logging and tracking public infrastructure improvements.
- Assist in the preparation and monitoring of CIP project budgets; assist with strategic planning for Public Works & Mobility.
- Perform all other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of public administration principles and practices, including financial and project management, public relations, policy and program development, etc.
- Knowledge of project management techniques, including contract administration, construction methods, scheduling, budgeting, and risk management.
- Knowledge of civil construction techniques, practices, and tools, including street, sidewalk, curb, and gutter construction.
- Knowledge of, and ability to apply, urban traffic engineering design theory, principles, and practices to a wide variety of projects.
- Knowledge of engineering inspection policies, and procedures.

- Knowledge of, and ability to apply, compliance standards and design guidelines, including American Association of State Highway Officials (AASHTO), ASTM Standards, Montana Public Works Standard Specifications, American Asphalt Institute Paving Manual, American Concrete Institute Specifications, etc.
- Knowledge of, and commitment to, public service, transparency, accountability, diversity, and inclusion in employment and within the community served.
- Knowledge of, and ability to promote, department safety considerations, City safety policies, OSHA standards and guidelines, including Americans with Disabilities Act, Public Right of Way Access Guide (PROWAG), and federal fair housing requirements.
- Skill in utilizing various computer software and databases, including Microsoft 365, drafting programs, and GIS mapping systems, with the ability to learn job specific applications and equipment.
- Skill in public speaking, with the ability to present data, reports, and other findings to a variety of diverse groups and individuals, while facilitating positive outcomes and maintaining a calm demeanor.
- Skill in reviewing, developing, and administering designs, plans, and specifications.
- Skill in negotiating and communicating, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to maintain current knowledge, developments, and trends related to specific areas of focus and/or assigned projects.
- Ability to coordinate multiple programs/projects with keen detail and accuracy, prioritize tasks with shifting priorities and timeline demands, and provide problem-solving solutions to various situations.
- Ability to learn processes required for developing and revising Missoula Municipal Codes, Administrative Policies and Standards, and the Missoula Public Works Standards and Specifications Manual.
- Ability to learn and interpret departmental and City of Missoula practices and procedures, including the Missoula Municipal Code, Missoula Public Works Standards and Specifications Manual, Missoula Capital Improvement Program, planning documents and studies, and federal grant procedures and regulations.

Working Conditions:

- Work environment may include exposure to unavoidable weather conditions, occupational hazards, construction hazards, loud noises, and physical risks, including working in high traffic areas, which require following basic safety precautions.
- Duties may occasionally involve interaction with angry customers.
- Duties may require the ability to drive and get in-and-out of vehicles repeatedly.
- Duties may require the use of fixed and portable ladders to gain access to infrastructure.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to seven (7) years of construction, project management experience or another relevant field.
- Must have a valid Montana driver's license with a verified acceptable driving record, or the ability to obtain within 60 days of hire.
- State of Montana Professional Engineering license, preferred.
- Supervisory experience, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

Website

406-552-6130

<https://www.ci.missoula.mt.us/>