



City of Missoula Surface Project Coordinator

SALARY	\$34.31 Hourly \$71,364.80 Annually	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00744
DEPARTMENT	Public Works & Mobility	DIVISION	PWM-Engineering
OPENING DATE	08/11/2026		

Overview

Build the Future of Missoula - One Project at a Time

The City of Missoula is looking for a skilled and motivated **Surface Project Coordinator** to help plan and deliver the infrastructure that keeps our community moving. From street reconstruction and sidewalks to storm drainage and other public right-of-way improvements, this position offers the opportunity to take complex projects from concept through construction while making a visible, lasting impact on the people and neighborhoods of Missoula.

As a Surface Project Coordinator, you'll bring together project planning, engineering, construction, contracts, budgets, and community engagement to turn ideas into successful public infrastructure projects. You'll work alongside engineers, architects, contractors, consultants, City departments, public agencies, and community members—solving problems, coordinating priorities, and ensuring projects are delivered safely, efficiently, and in accordance with applicable standards and regulations. This position is part of a **formal career ladder**, providing opportunities to grow professionally as you take on projects of increasing complexity, responsibility, and impact.

This position is part of the **Montana Federation of Public Employees (MFPE)** union. To learn more about the collective bargaining agreement visit [HERE](#).

Screening of applications will begin on Monday, August 24, 2026. Please apply by this date to ensure timely consideration of your application. Applications will continue to be accepted until an adequate applicant pool has been established and the position is filled.

To Apply: All applicants must submit a **City of Missoula Application AND a Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

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

The hourly wages are as follows for Fiscal Year 2027:

Level I: \$34.31/hour (new hires are brought in at this level)

Level II: \$39.06/hour

Level III: \$42.97/hour

Level IV: \$45.56/hour



Essential Functions

This position is part of a formal career ladder tying pay progression to the advancement and complexity of assigned duties and responsibilities.

- Develop, coordinate, and monitor the progress of complex surface infrastructure projects, including street reconstruction, sidewalks, curbs and gutters, storm drainage, etc.; develop project maps and databases; collect existing public infrastructure information and analyze data for project planning and development.
- Prepare project budgets, construction schedules, requests for proposals (RFPs), contract specifications and bid documents.
- Negotiate and administer contracts with architects, engineers, and contractors, including contract documentation required for Federal Aid Projects; review contractor estimates; review and approve payment for contractor invoices.
- Review and oversee design of public infrastructure plans and work prepared by consultants, professional engineers, architects, etc., to ensure compliance with federal, state, and local regulations.
- Conduct inspections and oversees construction of public infrastructure associated with surface transportation, including Capital Improvement Program (CIP) projects, public right-of-way, etc. assist in reviewing required permits, and building permit applications for compliance with right-of-way regulations.
- Manipulate computer aided drafting programs and databases to produce maps, plans, proposals, and exhibits; drafting conceptual project plans, maps, and standard drawings; develop and maintain the construction project database; enter dimensions for new plans and maps.
- Assist with the development of the City Geographic Information System (GIS) and adapt it to the needs of the department.
- Present right-of-way infrastructure projects to City Council for approval; review, research, and present public right-of way vacations and public easements vacations to City Council.
- Coordinate and effectively communicate project information with citizens, consultants, contractors, and personnel within other departments and public agencies.
- Respond to inquiries on code requirements and construction methods; attend to complaints appropriately.
- Assist in investigating complaints of code violations related to the public right-of-way, such as: hazardous sidewalks, trip and fall accidents, etc.
- Perform other duties, as assigned.

Knowledge, Skills and Abilities

- Knowledge of project management principles and practices, including project scheduling, budgeting, cost estimating, time and resource management, consultant selection, contract administration, construction methods, technical specifications, etc.
- Knowledge of civil construction principles, practices, and techniques, including street, sidewalk, curb, and gutter construction, temporary traffic control standards, etc.
- Knowledge of concrete flatwork finishing best practices outlined by the American Concrete Institute.
- Knowledge of and ability to promote department safety considerations, City safety policies, OSHA standards and guidelines, including risk management techniques to reduce exposure to injury, damage, and liability.
- Knowledge of or the ability to learn federal and state grant procedures and regulations.
- Knowledge of or the ability to learn Missoula Pavement Management System, Montana Department of Transportation encroachment permit processes, state and local storm water pollution preventions plans, Missoula Capital Improvement Plan, Master Sidewalk Plan, etc.
- 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.
- Skill in managing multiple projects with the ability to prioritize tasks with shifting priorities and timeline demands.
- Skill in operating engineering instruments and various other tools in a safe and effective manner.
- 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 read and interpret engineering plans, specifications, technical reports, calculations, and codes to determine compliance with applicable regulations and standards.
- Ability to address public inquiries and complaints, problem-solve, and resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to understand property records, plans, surveys, and blueprints.
- Ability to maintain and prepare various records and reports.
- Ability to learn and interpret departmental and City of Missoula practices and procedures, including Missoula Public Works Standards and Specification Manual, Missoula Municipal Code, Montana State Annotated, etc.

Working Conditions:

- Work environment may include exposure to unavoidable weather conditions, occupational hazards, construction hazards, and physical risks, including uneven terrain, loud noises, or high traffic areas, which require following basic safety precautions.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to six (6) years' experience in project management, construction management, or another relevant field.
- Must have a valid Montana driver's license with a verified acceptable driving record or the ability to obtain within 30 days of hire.

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

Surface Project Coordinator Supplemental Questionnaire

*QUESTION 1

Have you attached a Cover Letter as required for this application?

☐ Yes

☐ No

* Required Question