



**Salary Range:**\$95,000.00 To 105,000.00 Annually

Denver Transit Operators (DTO) is a privately held company that has a 29-year contract with the Denver Regional Transportation District (RTD) to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have a full time opportunity for a **Procurement/Contract Manager**. We are seeking a committed individual that is responsible for directing, and coordinating activities of personnel engaged in purchasing and distributing raw materials, equipment, machinery, supplies and support services for the organization. This will be accomplished through a variety of management duties. The Procurement/Contract Manager will direct activities concerned with contracts for purchase, lease or sale of equipment, materials, products, or services, and will develop and implement policies, programs, procedures, and plans for compliance with SBE, EEO, and AA nondiscrimination provisions of government legislation. The Procurement/Contract Manager's direct reports are the buyers. The yearly salary for this position is \$95k to \$105k.

**As the Procurement/Contract Manager some of your duties will be to:**

- Maintain / establish purchasing systems policy and procedures
- Oversee the procurement of the contracts and materials to support operations and maintenance of the commuter rail network
- Identify opportunities for SBE/DBE involvement within DTO operations; recruit and provide support services for SBEs with the skills to work on a subcontract basis with DTO; coordinate with the Regional Transportation District's (RTD) Small Business Office
- Track SBE participation in the work under the Concession Agreement
- Implement a mentor/protégé program
- Maintain / develop specifications and purchasing documents in accordance with established industry practices and procedures; oversee preparation of specifications, and review and analyze bid process and bids
- Plan and schedule buying activities for greatest efficiency and service, exercising good judgment regarding the appropriate quality and quantity of supply
- Remain current on the interpretation of applicable codes and laws, safe storage criteria, wage scales, and other aspects affecting contracts and supplies
- Prepare, process, and issue purchase orders and change notices in Asset Works Enterprise Purchasing
- Optimize the as-experienced procurement process to reduce cycle time and maximize purchasing volume



- Analyze market/delivery conditions to determine present and future material availability
- Review purchase order claims and contracts for conformance to company policy
- Arrange for proper disposal of surplus and hazardous materials
- Examine estimates of material, equipment, and production costs, performance requirements, and delivery schedules for completeness and accuracy
- Prepare bids, process specifications, test and progress reports, and other exhibits required in the contracting process
- Review bids for conformity to contract requirements and determine acceptable bids in conjunction with budgetary criteria
- Participate in contract negotiations with customer or bidder
- Award and administer contracts, including final approval of payment
- Oversee process of amendments to or extensions of contracts
- Advise planning and production departments of contractual rights and obligations
- Compile data for preparing estimates
- Maintain contract and contractor status databases
- Review all correspondence concerning contractors and respond as necessary
- Establish and maintain contact with contractors to ensure the smooth working of the contract awarding process
- Report directly to the CFO
- All other duties as assigned

***Minimum Qualifications:***

- Bachelor's degree in related field or four years of related experience
- Possession of certification in procurement management preferred
- Must have superior oral and written communication abilities
- Prior procurement management experience including fostering effective working relationships
- Strong Microsoft Office skills especially within Excel
- Ability to learn a variety of computer programs
- Previous experience with Asset Works Enterprise Purchasing a plus
- This role is not a telework position.
- Must be eligible to work in the U.S., and successfully pass a pre-employment background check



- Must pass a pre-employment drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy

**If you are an individual who loves a fast-paced environment, is motivated to work in a startup and growing organization, then please apply at [www.denvertransitoperators.com](http://www.denvertransitoperators.com).**

Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.