



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 101-19

OPENING DATE: 05/31/2019

CLOSING DATE: UNTIL FILLED

POSITION: CONSTRUCTION PROJECT MANAGER (2 Positions) **POSTED: IN/OUT**
PAY GRADE: E8 (Min = 50,146/24.11 Mid = 61,429/29.53 Max = 72,712/34.96)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Planning
REPORTS TO: Design & Construction Division Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE:

Manages and coordinates various construction projects including buildings, infrastructure, roads and housing. Works directly with the project architect, engineer, and contractor to ensure; project progression as scheduled, accurate record keeping and compliance with construction and environmental regulations and specifications.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Coordinates all facets of construction management ensuring quality and efficiency, including: preparing and reviewing contract document prior to bidding or award; managing project budgets; overseeing construction office operations; ensuring appropriate documentation; and quality assurance.
- Reviews and monitors contractor performance to include compliance with planning and development budgets; recommends and implements modifications to contract changes.
- Inspects a variety of construction projects to determine compliance with construction documentation and contractual obligations.
- Designs and develops a comprehensive plan and schedule for implementing projects; initiates and monitors all activities essential to the plan schedule.
- Coordinates all project meetings, such as: consultations; pre-construction; monthly meetings; interim conference; final inspection; and other necessary meetings.
- Reviews and recommends construction changes orders, and monitors construction progress with construction schedules.

- Establishes schedules and methods for providing project coordination with the project development team, contractors, architects, designers, etc.
- Prepares various project status reports.
- Reviews certified payroll for projects when required for compliance including Davis-Bacon wages.
- Creates scope of work, request for proposals and requests for bids documents.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Bachelor's Degree in Construction Management, Civil Engineering, Architecture or related field; or
- Associate's Degree with Three years of construction management experience; including two years of direct supervisory experience; or
- Minimum of five years of direct construction management experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of modern construction principles, practices, cost estimates and terminology.
- Knowledge of (OSHA) occupational hazards and standard practices.
- Knowledge of fundamental engineering.
- Knowledge of surveying principles.
- Knowledge of building codes.
- Knowledge of principles and techniques of material testing.
- Skill in managing multiple projects in a construction environment.
- Skill in operating technical reference software.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in conducting inspections on construction projects.
- Ability to read and interpret blueprints, construction drawings, and other related documentation.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.

- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing while inspecting or monitoring construction projects or making field investigations and surveys.
- Prolonged standing and walking may be on uneven surfaces or unstable ground.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Situations where safety-toe shoes, safety goggles, hardhats, gloves, or protective face shields are needed may arise.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is common.
- Noise level is usually moderate to high on construction sites.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.