



AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

City of Albuquerque

Construction Project Manager E17

CLASS CODE	800176	SALARY	\$42.56 - \$44.69 Hourly \$3,404.80 - \$3,575.20 Biweekly \$88,524.80 - \$92,955.20 Annually
BARGAINING UNIT	No Union	FLSA	Exempt
ESTABLISHED DATE	May 22, 2005	REVISION DATE	November 29, 2023

Position Summary

Perform a wide variety of professional project management duties for facility renovation and new facility construction projects including professional and technical engineering, architectural or landscape architectural services and activities, construction management, capital project fiscal planning, project planning, design, plan check, inspection, and project budget and scheduling for multiple projects; direct, manage, supervise, and coordinate a variety of projects as assigned, which may include facility maintenance, building renovations and remodeling, and energy conservation; coordinate assigned activities with other divisions, departments and outside agencies.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

Supervision Received and Exercised

Receive administrative direction from upper level management.

Exercise direct supervision over professional, supervisory, contract employees, technical, and lower level staff.

Essential and Supplemental Functions

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Assume management and supervisory responsibility for professional and technical architectural or landscape architectural services and activities, construction management, capital project fiscal planning, project planning, design, plan check, inspection, project budgets and scheduling for multiple projects.
2. Serve as project manager for assigned capital projects.
3. Participate in inspection and construction administrative services for assigned (CIP) capital improvement projects.
4. Plan, direct, coordinate, assign, review and evaluate the work activities, products, methods and procedures of staff and consultants responsible for performing a wide variety of multiple professional and technical renovations and new development of capital projects.
5. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

6. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend within departmental policy, appropriate services and staffing levels.
7. Ensure proper energy conservation methods are identified and enforced within assigned facilities.
8. Oversee the administration of landscape maintenance contracts; ensure compliance with contract standards and specifications.
9. Maintain facilities in compliance with applicable regulations; oversee the inspection and evaluation of major and minor equipment repair and/or preventive maintenance requirements.
10. Coordinate the maintenance and repair of all systems such as HVAC, communications and utility systems.
11. Maintain compliance of all unified code standards, including ADA.
12. Serve as the primary liaison with other City departments, divisions and outside agencies, for all assigned projects; negotiate and resolve sensitive and controversial issues.
13. Assist in managing and coordinating the maintenance of construction project facilities, including facility maintenance, energy conservation, and security systems maintenance and user agency related activities.
14. Develop project status reports, construction and design schedules, analysis sheets; estimate project construction costs and/or allowable construction costs, and develop budget sheets.

When Assigned to DMD or Aviation:

1. Assume administrative responsibility and oversight for construction projects, including inspection services and field observations to ensure compliance with applicable specifications, regulations, ordinances and City approved plans.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the applicable field (facility operations and maintenance, building design and construction, etc.)
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
3. Perform related duties and responsibilities as required.

Minimum Education and Experience Requirements

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree in construction management, engineering, or architecture; ***and***

Six (6) years experience in any combination of the following areas:

- facility construction
- architectural design/construction
- landscape architecture
- design/construction or capital project management; ***and***

To include three (3) years supervisory experience.

When Assigned to Aviation:

Bachelor's degree in construction management, engineering, or architecture; ***and***

Six (6) years experience in any combination of the following areas:

- facility construction
- architectural design/construction
- design/construction or capital project management; ***and***

To include three (3) years supervisory experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within 6 months from date of hire.

When Assigned to Aviation:

Must be able to successfully qualify for and maintain a Sunport Access Control Card as determined by the criteria set forth by the policies and guidelines of the Aviation Department and the Transportation Security Administration (TSA).

Successful completion of a security background check conducted by U.S. Customs & Border Protection, if applicable.

Preferred Knowledge

- Principles and practices of architecture (building, design, landscape, etc., depending on assignment)
- Methods and techniques of project planning and the design and construction process as applied to assigned area (facility maintenance, building renovations and remodeling, and energy conservation)
- Methods and techniques regarding public meeting presentation
- Operations, services and activities of a capital improvement program
- Principles and practices associated with project bidding including construction document preparation, specifications and process
- Principles and practices of landscape material design and preparation
- Principles and practices of building material, design, and construction methods
- Plant material, soils, ground covers, grading and drainage, irrigation material and design, construction applications/details and maintenance considerations
- Principles and practices of multiple project funding sources, requirements and reporting
- Principles and practices of project budget, preparation and control
- Principles and practices of multiple project scheduling and construction implementation
- Operational characteristics, services and activities of a facilities maintenance program
- Knowledge and experience with design and construction of energy efficient HVAC systems
- Federal, state, and local laws, codes, ordinances and regulations pertaining to building design, construction or renovation
- Building code and standards, including ADA
- Principles of work order, warehouse and inventory practices
- Principles and practices of maintenance, repair and construction related to various facilities
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles of supervision, training and performance evaluation
- Federal, State and local laws, codes and regulations pertaining to procurement, contract administration, bid documents and regulations pertaining to Capital Grant Programs

Preferred Skills and Ability

- Oversee and participate in the management of the maintenance and construction for assigned facility
- Lead, organize, coordinate and review the work of lower level staff and private sector design consultants
- Oversee the design, planning, construction and renovation of a variety of major capital improvements including facilities, buildings, parks, structures, and systems and procedures

- Oversee the design of HVAC, electrical and plumbing systems
- Develop and administer division goals, objectives and procedures
- Research, analyze and evaluate new service of project delivery methods and techniques
- Serve as project manager for a variety of capital projects
- Review and approve a variety of construction documents, specifications and details associated with any building, renovation and/or development project which require professional engineering, architectural or landscape architectural consultants and sub-consultants
- Address the public and present information in a clear, organized and convincing manner
- Inspect and coordinate review of fieldwork
- Schedule construction for city crews, on-call construction contract(s) and bid situations
- Develop project budgets and monitor for compliance
- Select, supervise, train and evaluate staff
- Participate in the development and administration of division goals, objectives and procedures
- Prepare and administer large and complex budgets
- Prepare administrative and financial reports
- Utilize basic computer programs and software and work order programs
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Maintain assigned facilities for compliance with applicable regulations
- Research, analyze, and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

Working Conditions**Environmental:**

Office, field and construction environment; exposure to computer screens; occasional exposure to noise, dust, grease, smoke fumes, gases, inclement weather conditions and work around heavy construction equipment; when assigned to cultural services may have exposure to animals, zoo environment.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.