



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Project Manager III- Aamodt

Department/Division:	Public Works Department	
Salary:	\$30.6404/hr - \$45.9606/hr	Range: 48
Position Status:	Full-Time/ Term	
FLSA Status:	Exempt	
Closing Date:	January 19, 2018	
Job #:	12-2017-028	

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Serves as County principal Aamodt project manager providing managerial supervision on engineering, hydrologic, legal, community outreach, and water resource matters related to Aamodt Settlement Agreement implementation and analytical expertise in all areas related to the stakeholder involvement, planning, programming, designing, construction, acceptance, and operation of the County's share of the Pojoaque Valley Regional Water System.

Essential Job Functions:

- Provides consultative services and specialized expertise on Aamodt to County Departments/Divisions.
- Researches, analyzes, and makes recommendation for implementation on County Aamodt policy.
- Prepares plans, reports and recommendations to the County Manager and the Board of County Commissioners.
- Identifies funding sources and resources needed for Aamodt-related requirements.
- Tracks progress on projects and works with staff to adhere to deadlines.
- Responds to difficult or sensitive inquires and complaints from staff, the Board of County Commissioners and the general public.
- Participates in the budget process.
- Performs comprehensive project management of plans, studies, property acquisitions, design, construction, and other such actions as necessary for

successful execution of assigned capital improvement and asset maintenance projects. Assigned projects will be moderately complex or of moderate value.

- Develops requests for proposal, invitations for bid, and other such documents as necessary for contract procurement. May sit on proposal evaluation and negotiation committees.
- Oversees the work of external consultants for assigned projects and reviews, evaluates, and/or approves contract deliverables, progress reports, contract submittals, change order requests, project alternatives, proposed engineering programs, and similar products to assure the total project performance is achieved in accordance with user and County requirements.
- Serves as primary project liaison on assigned projects with County staff in Public Works, Procurement, Finance, Legal, Constituent Liaisons, the County Manager's Office, the using agency, and others to ensure comprehensive communication.
- Provides technical assistance in project development/project programming and/or real property operations and maintenance (O&M) Aamodt-related functions.
- Provides project status updates, including through presentations to County staff, the Board of County Commission, the public, or others as appropriate.
- Prepares detailed reports on Aamodt progress identifying problems, solutions, milestones, financial cost projections, and analyses.
- Generates employee evaluations for subordinate employees; participates in the interviews process for prospective applicants; initiates disciplinary action against subordinate employees as necessary.
- Performs miscellaneous job-related duties as assigned.

Knowledge / Skills :

- Familiarity with water utility operations and infrastructure design and construction.
- Knowledge of procurement practices and contracts.
- Knowledge of public and business administration, of principles of organization, of projects, of data collection, of report writing, and of computer assisted systems supporting the entire office.
- Ability to compile, analyze, and interpret data. Ability to present information clearly and concisely, both verbally and in writing. Ability to coordinate the administrative support service assigned, coordinate work with other agency units, and undertake project assignments.
- Ability to write legible reports in English using correct grammar. Ability to effectively interact with others and express thoughts logically.
- Ability to provide presentations and communicate complex information orally, graphically and in written form for diverse audiences in public hearings, community meetings and other public settings.
- Ability to use computer programs such as Microsoft Word, Excel, Powerpoint, Project, and Access, and to update computerized databases.
- Knowledge of building codes, and rules / regulations.

- Knowledge of ADA and OSHA Regulations.
- Ability to effectively utilize outlook email software, project scheduling software, and database software.

Minimum Qualifications

- Bachelor's degree in geology, geohydrology, or related earth science or environmental science, natural resource management, water resources, engineering, or a closely related field, plus four (4) years of experience in urban, regional, or community hydrologic, geologic, or environmental analysis, project management, natural resource management, or engineering; or a Master's degree in geology, geohydrology, or related earth science or environmental science, natural resource management, water resources, engineering, or closely related field with three (3) years of experience.

Working Conditions:

Work is performed in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**
Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.