Vacancy Announcement
Utility Authority

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE:   Project Manager (Full-Time/Temporary)   PAY RATE: $DOE

OPENING DATE:   August 24, 2020   CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under the general direction of the Executive Director, the Project Manager is to plan, execute and finalize all assigned projects according to strict deadlines and within budget. The Project Manager will define the project’s objectives and oversee quality control throughout project life cycle. The Project Manager will acquire resources and coordinate the efforts of team members including contractors or consultants in order to deliver projects according to plan.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Coordinates all facets of planning, design and construction management ensuring quality and efficiency, including: preparing and reviewing contract documents; managing project budgets; ensuring appropriate documentation; and quality assurance.
2. Coordinates amongst all parties: construction contractor, subcontractors, inspection and testing services, to ensure project uniformity and quality assurance.
3. Design and develop a comprehensive plan and schedule for implementing projects; initiates and monitors all activities essential to the plan and schedule.
4. Coordinate all project meetings, such as: consultations, pre-construction, monthly meetings, interim conference, final inspection, and other necessary meetings.
5. Administer and monitor contracts and subcontracts according to Pueblo of Acoma policies and procedures.
6. Review contractor reports and prepare periodic progress reports to be submitted as required by funding requirements.
7. Conduct daily site inspections as needed to ensure adherence to project scope of work and applicable specifications.
8. Performs project financial management by preparing, presenting and monitoring budgets; review and certify payments for contractor billings.
9. Prepare and present reports on the status, activities, and plans for current projects.
10. Enforcing sanitation facilities construction codes and health and safety regulations.
11. Participate or host regular briefings, meetings, reporting, and updates regarding project-related activities to ensure communication amongst Executive Director, contractor personnel, Pueblo of Acoma leadership and staff, Pueblo of Acoma community and funding agencies, as needed.
12. Conduct research and development for concerns with infrastructure, system deficiencies, and feasibility on projects through reports, drawings, or photos.
13. Contribute to a team effort and accomplish related results as required.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Experience: ● Five years work experience in construction or project management

Education: ● Bachelor’s degree in construction or project management or any equivalent combination of education, training, or experience which demonstrates the ability to perform the duties of this position
Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo’s traditional form of government and culture
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of construction management, construction drawings, and retention of construction records and drawings
- Knowledge of construction safety requirements and practices
- Knowledge of applying engineering principles and practices in broad areas of assignments
- Knowledge working with project management software
- Knowledge of utility construction methods and practices
- Knowledge of applicable federal, state, county, and local laws, regulations, requirements, and codes
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports
- Skill in budget preparation and administration
- Skill in planning, organizing, and supervising assigned field personnel
- Ability to conduct research into project-related issues and products
- Ability to ensure and enforce compliance with project requirements.
- Ability to maintain confidentiality
- Ability to analyze situations and adopt appropriate courses of action
- Ability to manage multiple projects and meet deadlines as part of a project team
- Ability to make solid decisions and exercise independent judgment
- Ability to be persuasive and tactful in controversial situations
- Ability to read, analyze, and interpret construction documents
- Ability to demonstrate excellence and continually seek improvement in results
- Ability to create and present effective speeches and presentations
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements
- Ability to perform other duties as assigned

PREFERRED QUALIFICATIONS

- Seven plus years project management experience
- Project Management certification
- Keres speaking

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER
Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None.

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0672020 Pueblo of Acoma is a Drug Free Workplace.