



# Vacancy Announcement

## Operations – Community Development

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Project Manager (Full-Time w/Benefits) PAY RANGE: \$64,000 – \$72,000**

**OPENING DATE: January 3, 2025**

**CLOSING DATE: Open Until Filled**

### POSITION PURPOSE

Under the general direction of the Director, the Project Manager is responsible to plan, execute and finalize all assigned projects according to strict deadlines and within budget for the Community Development Office

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Direct and manage project development from conception to completion.
2. Define project scope, schedule, cost, deliverables and other project documentation with Community Development Team.
3. Set and continually forecast expectations with team members and other stakeholders.
4. Coordinate and participate in the review of plans, designs and specifications, estimates, contracts, schedules, and agreements for all existing and future projects.
5. Manage construction contracts, inspection reports, materials test results, project reports and project files.
6. Monitor technical aspects of project and monitor performance by contractors or subcontractors for compliance based on project plan specifications, schedules, established standards, and contract requirements.
7. Provide general inspection of transportation projects during construction, repair and rehabilitation to ensure compliance with applicable designs, specifications, tribal regulations and building codes.
8. Assist in enforcing environmental, health, and public safety regulations.
9. Assist other responsible agencies with pre-bid and pre-construction meetings, attend and participate in project meetings with contractors, consultants, and community to review project status and other project activities.
10. Assist the Pueblo with projects requiring general technical review, inspections and oversight.
11. Checks methods of construction and quality of materials to ensure adherence to specifications and plans.
12. Participate in the transportation planning, pre-construction and construction phases of various transportation projects according to tribal plans, goals, objectives, funding guidelines and project development tasks.
13. Work with state, federal and private funding agencies to secure and manage project funds and assure compliance with all contract requirements.
14. Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
15. Develop best practices and tools for project execution and management.

### MINIMUM QUALIFICATIONS

- Experience:
- Five (5) years project management experience or relevant experience
- Education:
- Bachelor's Degree in a technical, civil engineering, community planning, construction or project management or relevant field.
- OR**
- An Equivalent combination of education and experience that show the ability to perform the required job duties.

### PREFERRED QUALIFICATIONS

- Seven plus year project management experience

- Project Management Certification
- Keres speaking

## **MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of the Pueblo's traditional form of government including customs and traditions.
- 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 of applicable federal, state, county, and local laws, regulations, requirements, and codes.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge working with project management software
- Knowledge of utility construction methods and practices
- Skill in managing multiple projects.
- 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.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint), as well as utilizing the current release of AutoCad.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social, cultural and professional backgrounds and with co-workers at all levels.
- 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 handle multiple tasks and meet deadlines.
- 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 and federal regulations.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to create and present effective speeches and presentations.
- Ability to perform other duties as assigned

## **PREFERENCES IN EMPLOYMENT**

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized Indian tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents or official verifying document from federally recognized Indian tribe/nation or Certificate of Release or Discharge from Active Duty – Form DD214.

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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 Insurability:** All applicants must possess a current valid driver's license and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
- Drug/Alcohol screening:** All applicants must successfully pass a pre-employment drug/alcohol screening prior to beginning employment and may be subject to random drug/alcohol testing.

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://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.*

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*Pueblo of Acoma is a Drug and Alcohol Free Workplace.*