Human Resources
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Construction Lab Manager

JOB CODE	JOB FAMILY	PROFILE
JCM105	**Engineering & Capital Projects**	**Construction Lab Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**April 10, 2026**

The Construction Lab Manager coordinates construction laboratory activities for various road and utility improvement projects. Assigns work, supervises construction lab staff, and monitors testing activities to ensure compliance with required standards. Prepares monthly testing credit reports for use in monthly and final project estimates, advises project managers on minimum testing requirements, and oversees training and equipment calibration. Supervises staff, including hiring, training, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates work assignments and supervises construction laboratory staff.
- Computes monthly testing credit reports used in preparing monthly and final estimates for Construction Manager approval.
- Advises project managers to ensure compliance with required minimum testing standards.
- Reviews laboratory techniques of personnel to ensure correct methodology.
- Coordinates laboratory activities and confers with external testing agencies as needed.
- Monitors the calibration of laboratory and field equipment.
- Establishes and oversees a training program for laboratory and field personnel.

- Maintains all required certifications.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of related work experience in public works, highway, bridge storm drainage, or utility construction inspection/materials testing.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFOMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed primarily outdoors, involving exposure to a range of weather conditions.
- Indoor duties are performed in a temperature-controlled environment on carpeted or tiled surfaces.
- Outdoor duties may occur on both even and uneven surfaces, which may be wet or dry. Surfaces may be inclined or flat, ranging from natural soil to gravel, asphalt, or concrete.
- Work may be performed independently or as part of a team.
- Potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather. Other risks include driving vehicles, working near heavy equipment, and performing tasks on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes a personal computer, telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, paper forms, and writing instruments.

- A County vehicle is used for traveling between job sites throughout the County.
- Safety equipment such as a vest and hard hat is required for outdoor duties.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.