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Construction Project Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP209	**Engineering & Capital Projects**	**Construction Project Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 19, 2026**

The Construction Project Coordinator oversees Parks and Recreation facility design and construction projects. Works with contractors, consultants, and assigned staff to ensure timely and accurate project completion in compliance with specifications, codes, and County standards.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates Parks' capital projects with contractors, design consultants, and County and non-County departments to ensure proper permitting, utilities, HVAC, irrigation, ADA compliance, hardscape work, and right-of-way coordination.
- Assists in developing project budgets, prepares scopes of work, obtains price quotes, and manages contractors throughout construction and renovation of County facilities.
- Reviews and coordinates the development of facility and utility construction plans, verifies quantities and accuracy of materials and calculations.
- Issues field directives and coordinates with design consultants, architects, and engineers to ensure compliance with contract documents and executes approved field changes.
- Reviews and verifies contractor pay applications and designs consultant invoices based on project progress and accuracy.
- Reviews testing reports submitted by contractors and ensures they meet specification requirements; initiates corrective action as needed.

- Evaluates and coordinates change orders and additional services and make cost-effective recommendations.
- Conducts site inspections to ensure contract compliance, building code adherence, and verifies quantities of materials used.
- Informs the Planning Manager and other Project Managers of discrepancies in plans or construction activities.
- Coordinates with outside agencies, utility providers, and property owners to support project requirements.
- Prepares reports and maintains project updates in capital improvement and grant reporting databases.
- Coordinates special projects, including public art installations involving structural, electrical, and landscaping components.
- Performs quality assurance checks to ensure compliance with all applicable regulations and County policies.
- Stays informed of new technologies and practices in facility design and construction; participates in related training and professional development.
- Maintains confidentiality of sensitive records, plans, documents, and decisions.
- *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

- Bachelor degree in Construction Administration, Engineering, Surveying, Park and/or Land Resource Management, or a related field.
- Two (2) years of experience in parks, park-trails, and/or building design, construction inspection, project management, or construction supervision, preferably in Parks and Recreation.

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

SUPPLEMENTAL INFORMATION

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, exposing the employee to a range of weather conditions.
- Indoor duties take place in a temperature-controlled environment on carpeted or tiled floors.
- Outdoor work may be performed on various surfaces, both even and uneven, that may be wet or dry. Surfaces include natural soil, gravel, asphalt, and concrete.
- Work may be performed alone or as part of a team.
- Potential hazards include exposure to noise, vibration, dust, exhaust fumes, mists, chemicals, severe weather conditions, rough terrain, heavy equipment, and vehicle operation.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- A County vehicle is used for travel between sites throughout the County.
- Safety equipment such as a vest and hardhat 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.