Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Construction Project Manager

JOB CODE	JOB FAMILY	PROFILE
JCM308	**Engineering & Capital Projects**	**Construction Project Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**November 2, 2026**

GENERAL

The Construction Project Manager coordinates construction activities for one or more road, storm drainage, and utility improvement projects. This role supervises and oversees all activities of subordinate construction inspection personnel assigned to the project. Responsibilities include hiring, training oversight, performance evaluation, coaching, and taking disciplinary or termination actions as necessary.

PARKS, RECREATION, AND OPEN SPACE

The Construction Project Manager – Parks, Recreation & Open Space manages the planning, design, and construction of County capital improvement projects related to parks, recreation facilities, trails, open space assets, and associated site infrastructure. The position serves as the County's lead representative on assigned projects and exercises independent judgment to deliver projects from early planning through construction, closeout, and transition to operations.

Job Description

DUTIES AND RESPONSIBILITIES

GENERAL

- Plan, assign, train, and supervise subordinate construction inspectors to ensure compliance with County construction projects according to approved plans and specifications.

- Perform quality checks, evaluate employee performance, assist with disciplinary actions, address employee complaints and grievances, and make recommendations regarding hiring, termination, and promotions.
- Make lower-level construction decisions, analyze proposed alternatives, and provide construction feasibility assessments to the Section Manager and/or Project Engineer.
- Assist in budget development, order and purchase materials, monitor expenditures and project costs, and prepare monthly reports.
- Calculate weight, volume, length, and mileage quantities and prepare monthly and final estimates for approval by the Project Engineer and/or Technical Services Section Manager.
- Issue directives to contractors to ensure compliance with contract documents or to implement approved field changes.
- Review daily reports submitted by assigned personnel for accuracy and proper referencing of source documents.
- Compare construction plans against reported quantities to ensure compliance with contract provisions.
- Notify the Project Engineer and/or Technical Services Section Manager of any discrepancies in plans or construction activities.
- Coordinate activities and collaborate with other agencies, utility companies, and property owners as needed.
- Ensure invoice accuracy and monitor receivables for all projects under your supervision.
- Handle sensitive or confidential records, plans, documents, and decisions while maintaining the confidentiality of sensitive information.
- ***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.***

PARKS, RECREATION, AND OPEN SPACE

DUTIES AND RESPONSIBILITIES

- Plan, manage, and deliver multiple concurrent capital construction projects related to parks, recreation facilities, trails, open space improvements, and site infrastructure.
- Lead project development from concept, feasibility, and scope definition through design, construction, closeout, and transition to operations.
- Develop and manage project scopes, schedules, budgets, and procurement strategies.
- Serve as the primary County point of contact for architects, engineers, landscape architects, contractors, inspectors, and other consultants.
- Review and approve design documents, plans, specifications, cost estimates, and construction submittals for compliance with project requirements and County standards.

- Coordinate permitting, utility coordination, environmental compliance, and regulatory approvals with internal and external agencies.
- Issue field directives to contractors to ensure compliance with contract documents and to implement approved field changes.
- Manage construction change orders, additional services, and cost proposals; evaluate impacts and make recommendations to maintain scope, schedule, and budget control.
- Monitor construction progress, quality, safety, and contractor performance; identify risks and implement corrective actions as needed.
- Review and verify contractor pay applications and consultant invoices based on project progress and contract compliance.
- Track project expenditures, funding sources, and reporting requirements, including grant or legislative funding compliance.
- Coordinate with Parks Operations, Open Space, Maintenance, Planning, Finance, Legal, and Procurement to support project delivery and operational readiness.
- Participate in community engagement activities related to capital projects, including public meetings, presentations, and coordination with stakeholders.
- Lead project closeout activities including inspections, punch lists, warranties, as-built documentation, and final acceptance.
- Coordinate the transition of completed projects to operations and maintenance staff.
- Document lessons learned and best practices to inform future capital projects.
- May oversee inspection services performed by consultants or assigned personnel to ensure compliance with contract documents and County standards.
- Occasional evening or weekend work may be required for meetings or project needs.
- ***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

GENERAL

- Bachelor’s degree in Mechanical Engineering, Construction Management/Technology, Business Management, or a related field.
- Six (6) years of work experience in mechanical systems installation, maintenance, and repair as a licensed mechanical contractor.
- Two (2) years in a supervisory role in special projects or ensuring all work orders, work activities and programs goals are being met.

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

PARKS, RECREATION, AND OPEN SPACE

- Bachelor’s degree in Construction Management, Engineering, Architecture, Landscape Architecture, Planning, Public Administration, or a related field.
- Six (6) years of progressively responsible experience in capital construction project management, public works, parks and recreation facilities, or a related field.
- Two (2) years in a supervisory role.

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

SUPPLEMENTAL INFORMATION

PREFERRED

PARKS, RECREATION, AND OPEN SPACE

- Project Management Professional (PMP)
- Certified Construction Manager (CCM)
- Professional Engineer (PE), Registered Architect (RA), or Licensed Landscape Architect (PLA)

SCREENING AND COMPLIANCE

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

- Employee successfully completes the post-offer employment medical examination.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.
- Employee complies with all County safety guidelines.
- Employee possesses a valid New Mexico driver's license by the date of employment and maintains a valid license while employed in this position.
- Employee obtains, prior to the completion of the probationary period, a County-approved traffic control certification from an approved source such as the American Traffic Safety Services Association (ATSSA) or Associated Contractors of New Mexico (ACNM).

WORKING CONDITIONS

- Duties are performed primarily outdoors, with exposure to various weather conditions.

- Indoor duties take place in a temperature-controlled environment on even, carpeted or tiled surfaces.
- Outdoor work may occur on both even and uneven surfaces, which may be wet or dry, inclined or flat, and range from natural soil to gravel, asphalt, or concrete.
- Employee may work independently or as part of a team.
- Potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mists, chemicals, severe weather conditions, vehicle operation, working near heavy equipment, and performing tasks on rough terrain.

EQUIPMENT, TOOLS AND MATERIALS

- Employee uses general office, communication, safety, and measuring equipment, including a telephone, laptop, two-way radio, calculator, photocopier, fax machine, paper forms, and writing instruments.
- Employee uses a County vehicle to travel between job sites throughout the County.
- Employee wears required safety equipment, including a safety vest and hard hat, when performing outdoor duties.