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Construction Project Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM107	**Engineering & Capital Projects**	**Construction Project Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**August 19, 2026**

The Construction Project Supervisor oversees design and construction projects and works in conjunction with contractors and/or assigned personnel to ensure timely project completion. Manages scheduling and coordination of various building maintenance and construction projects and ensures facility security. Implements program goals and objectives and perform a variety of administrative, professional, and technical tasks for the facility. Supervision duties includes hiring, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises all aspects of assigned staff, including performance evaluations, disciplinary recommendations, complaints, grievances, and recommendations for hiring, termination, and promotion.
- Assigns, plans, schedules, and coordinates improvements, repairs, and maintenance of the MDC facility.
- Recommends and assists with implementing goals, objectives, and policy compliance.
- Oversees, troubleshoots, and maintains the MDC facility’s security systems.
- Inspects work in progress or completed to ensure compliance with building codes and divisional standards.
- Participates in budget preparation and administration; submits recommendations and monitors expenditures.
- Coordinates contract development and compliance with vendors and contractors; prepares cost estimates for major and minor repairs and development projects.

- Maintains records, files, and inspection reports for American Correctional Association compliance.
- Performs tasks in various trades, including carpentry, painting, electrical, plumbing, and custodial work.
- Develops and implements a preventive maintenance program for the facility.
- Trains employees in the proper operation of equipment, machinery, and power tools.
- Orders and manages inventory of tools, materials, and supplies for maintenance and job sites.
- Assists technicians with work orders and repairs as needed.
- Submits written progress reports upon request.
- ***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 construction engineering, surveying, parks, park-trials, building design, construction inspection, project management, grounds keeping and general facility maintenance.

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 both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Workers exposed to natural weather conditions, which may be severe, while performing outdoor duties.

- Worker is exposed to occasional vibration and noise factors while inspecting construction and maintenance work projects.
- Indoor duties are performed on an even surface, which may be carpet, tile or concrete. Indoor surfaces are typically dry. Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet. Outdoor duties may be performed on surfaces such as concrete, asphalt, natural ground, ice, snow, gravel, or shingled roof. Climbing stairs, ladders, and scaffolds in the performance of duties is required both indoors and outdoors.
- Work hazards, or potential work hazards, include climbing of ladders and scaffolds, exposure to severe weather conditions, exposure to electrical wiring and currents, inspecting on rooftops, and inspecting on potentially slick surfaces.
- Works under minimum supervision. Worker may perform certain duties as a part of a select team of individuals.
- Work is performed in a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used in the performance of office duties includes calculator, computer terminal and keyboard, typewriter, telephone, photocopy machine, and facsimile machine.
- Materials typically used in performance of office duties include various documents, writing utensils and an assortment of office supplies and equipment.
- Ladders and scaffolds may be used while performing inspections on maintenance and construction projects.

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.