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Construction Project Supervisor/Property Manager

JOB CODE	JOB FAMILY	PROFILE
JCM108	**Property & Real Estate**	**Construction Project Supervisor/Property Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**September 24, 2026**

The Construction Project Coordinator/Property Manager coordinates construction projects for the Housing department and manages both single-family and multifamily residential properties for Bernalillo County. Implements program goals and objectives. Supervision duties include hire selection, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees and coordinates construction activities, including rehab and new construction Housing projects.
- Ensures compliance with and implementation of program goals and objectives; establishes schedules and assignments.
- Assists in assembling the construction project team, such as architects, general contractors, and/or subcontractors, as needed. Coordinates with Bernalillo County Purchasing to select contractors and award contracts.
- Conducts job site meetings to discuss progress, provides current information on material and labor costs, and alerts management to any discrepancies found in construction activities.
- Monitors project progress to ensure deadlines are met. Collaborates with the contracted architect on housing projects/activities and coordinates with other agencies, utility companies, and property owners as required.

- Issues directives to contractors, as delegated by the Housing Director, to ensure compliance with contract documents or to execute approved field changes. Compares construction plans/specifications with reported quantities to ensure contract compliance.
- Develops and maintains monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work. Monitors emergency call-out repair services.
- Determines scope of work for homes by conducting physical inspections, coordinating project needs, developing bid requests, and preparing cost estimates. Assists with audits, budget preparation, and investigating grant opportunities.
- Generates required actions, documents, and processes in accordance with State and County guidelines. Engages with funding partners on matters related to Bernalillo County.
- Prepares and reports on grants.
- Prepares and maintains detailed records of all new and ongoing projects and program activities, including statistical and progress reports.
- Evaluates each application for final approval and make recommendations for assistance.
- Ensures work orders are completed in compliance with funding partner requirements, landlord-tenant law, and Bernalillo County regulations.
- Oversees, maintains, and inspects all assigned buildings and properties.
- Ensures properties are rented to full capacity. Ensures rent and late fees are collected and that resident's files are properly maintained.
- Responds to inquiries, requests, and correspondence from tenants.
- Enforces lease agreements.
- Coordinates ongoing maintenance and inspections to ensure compliance with all applicable regulations, laws, codes, policies, and procedures.
- Manages staff, contracts, and vendor relationships.
- Handles sensitive and/or confidential records, plans, documents, or decisions requiring discretion and confidentiality.
- ***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 work experience involving knowledge of Housing and Urban Development (HUD), real estate, building construction technology, or property management.

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

- Works primarily alone, with or without direct supervision.
- Performs duties both indoors (approximately 80%) and outdoors (approximately 20%).
- Indoor duties are performed in a temperature-controlled environment. Outdoor duties expose the worker to natural weather conditions.
- Indoor duties are performed on even surfaces, which may be carpeted or tiled. May involve climbing and descending staircases. Outdoor surfaces may include natural ground, asphalt, or concrete.

EQUIPMENT, TOOLS AND MATERIALS

- Use of office equipment such as a telephone, calculator, computer, typewriter, photocopier, and fax machine.
- Handles files, forms, reports, clipboards, manuals, books, and various basic office supplies.
- Operates a county vehicle to travel between sites throughout the County.

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.