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

Construction Senior Project Manager

JOB CODE	JOB FAMILY	PROFILE
JCM509	**Engineering & Capital Projects**	**Construction Senior Project Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**October 19, 2026**

The Construction Senior Project Manager manages departmental operations, leads staff, and implements strategic initiatives. Oversees the management and maintenance of all County facilities, including personnel administration, daily operations, budgeting, and long-term planning. Ensures all services meet industry standards and best practices in areas such as safety, HVAC, electrical systems, and building maintenance. Develops, implements, and evaluates departmental goals, objectives, and strategic plans. Provides technical leadership to staff, engineers, architects, contractors, and partner agencies.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversees the management and maintenance of all facilities, including personnel administration, daily operations, budgeting, and strategic planning of departmental initiatives.
- Ensures all services comply with industry standards and best practices in areas such as safety, HVAC, electrical systems, facility maintenance, training, and project execution.
- Establishes, implements, and measures the effectiveness of the department's short- and long-term goals, objectives, and strategic plans.
- Develops and oversees project plans, provides technical leadership to staff, engineers, architects, contractors, builders, and agency personnel.

- Reviews construction plans and designs to ensure compliance with ordinances, laws, and regulatory requirements.
- Researches and develops time and cost projections for projects, including creating justifications, setting priorities, and monitoring timelines and methodologies.
- Conducts research and performs cost analyses for planning and decision-making.
- Presents, reviews, and makes recommendations on projects to boards and commissions. Serves as a liaison between planning and construction entities and County management, and provides project reports as requested.
- Supervises and assists in the preparation of budgets, facility assessments, replacement schedules, and facility management processes in accordance with applicable laws and standards.
- Plans inspection schedules, performs on-site inspections as needed, and oversees the maintenance of inspection records.
- Compiles data for monthly and annual reports. Attends special meetings as a departmental representative as assigned.
- Coordinates and collaborates with internal staff and outside contractors; may direct the work of professional and technical personnel.
- *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’s degree in Project Management Facility Management, Engineering, Business, Public Administration, Economics, or a related field.
- Ten (10) years of work experience in building maintenance and operations, heating, and air conditioning (VVAC) or electrical field.
- Four (4) years in a managerial role.

*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.
- Employee must possess and maintain a Contractor's License with the state of NM for use on behalf of Bernalillo County. Qualifying licenses include one of the following: GB98, MM98, or EE98.

WORKING CONDITIONS

- Duties are performed primarily indoors, with occasional outdoor work.
- Indoor work may occur in both temperature-controlled and non-temperature-controlled environments. Outdoor work may expose the employee to various weather conditions, including extreme heat or cold.
- Exposure to noise and vibration may occur during building inspections and visits to construction sites.
- Indoor surfaces may include carpet, tile, or concrete and may be wet or dry. Outdoor surfaces may include concrete, asphalt, natural ground, ice, snow, gravel, or shingled roofs, and may be even or uneven, wet or dry.
- Work may require the use of stairs, ladders, and scaffolding.
- The employee may be exposed to fumes, odors, dust, mists, gases, or poor ventilation during site visits.
- Work hazards may include working at heights, around active construction zones, or near scaffolding.

EQUIPMENT, TOOLS AND MATERIALS

- Regular use of office equipment includes a computer, printer, copier, and communication devices.
- Uses a variety of tools and materials such as construction documents, binders, safety gear (e.g., hard hat and gloves), tape measures, architectural plans, and a camera.
- Operates a county vehicle as needed.

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.