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Deputy County Manager For Public Works

JOB CODE	JOB FAMILY	PROFILE
JCM904	**Executive Management**	**Deputy County Manager For Public Works**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**March 25, 2026**

The Deputy County Manager for Public Works directs the Public Works Divisions under the general direction of the County Manager. This role is responsible for overseeing and coordinating the Public Works Planning Division, Technical Services Division, Operations and Maintenance Division, Fleet/Facilities Division, Solid Waste and Diversified Services, and the Emergency Management Office.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops policies and provides direct supervision to department directors and division support personnel. Maintains and implements County policies/ordinances affecting the divisions and establishes annual goals for each department and division.
- Coordinates and maintains communication and public relations with civic groups, contractors, news media, developers, governmental agencies, and other stakeholders to ensure effective management of the Public Works Divisions.
- Oversees the development and implementation of the division’s budget. Ensures departments adhere to budget plans and maintains accurate records of all grants, bonds, and projects funded by reimbursements to ensure division cash flow. Resolves all Public Works-related audit findings within a specified timeframe.
- Directs the preparation of Public Works materials/documents, such as contractual agreements, cooperative agreements, right-of-way acquisitions, easements, technical reports, and provide recommendations to the County Manager and Board of Commissioners.

- Ensures the development, communication, training, and implementation of the division's Emergency Operations Plan (EOP). Identifies response levels and execution plans for each department, provide proper training and communication to all levels of staff, and ensures roles are established and delegated to lower management. Directs and executes Emergency Management Procedures for the division to ensure the safety of all residents and employees.
- Handles sensitive and/or confidential records, plans, documents, or decisions that require maintaining 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

- Bachelor's degree in Civil Engineering, Construction Engineering or a closely related field.
- Twelve (12) years of directly related work experience.
- Four (4) years of management experience.

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

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Must possess current registration as a professional engineer in the State of New Mexico OR the ability to obtain registration by endorsement within six months after date of hire.

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

- Essential duties are primarily performed indoors in a temperature-controlled environment, with occasional field inspections required.

- Primary work surfaces are even, dry, carpeted, or tiled floors. Exposure to natural weather conditions and natural surfaces may occur when performing outdoor duties.
- Works primarily alone, with occasional group and team work required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Frequent use of a county vehicle is required.
- Various forms of paperwork and office supplies are handled during the performance of essential job duties.