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

Natural Resources And Energy Efficiency Program Manager

JOB CODE	JOB FAMILY	PROFILE
JCM519	**Planning, Development & Protection**	**Natural Resources And Energy Efficiency Program Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**November 3, 2026**

The Natural Resources and Energy Efficiency Program Manager manages the Natural Water Resources Program, including the research, planning, and implementation of short- and long-term water and natural resources-related facilities, projects, and programs. Ensures water availability, protection, and quality. Employee supervision includes hiring selection, training oversight, performance assessments, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages the natural resources section in all aspects and direct section personnel on technical studies, regulatory compliance, ordinance development, plan review, permitting, enforcement, and public outreach.
- Supervises staff and directs administrative activities, including issuing assignments, evaluating performance, defining goals and objectives, setting performance measures, and developing and maintaining program guidelines and policies.
- Prepares environmental-related policies and recommendations for the Technical Services Department, Public Works Division, and other county departments as warranted or directed.
- Represents the department and/or Public Works Division on various boards, committees, at public hearings, and as otherwise directed by the Director or Deputy County Manager.

- Reviews and prepares county-specific facility and regional environmental planning documents and designs, integrating Bernalillo County facilities into regional environmental planning scopes.
- Participates in multi-jurisdictional and regional water resource and infrastructure planning processes and studies.
- Establishes relationships and oversees the grant application process and reporting with federal and state agencies funding environmental-related projects for Bernalillo County.
- Maintains and advances environmental technical proficiencies for both self and staff to provide internal technical capacity in support of county programs and departments.
- *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 Engineering, Planning, Environment or Natural Sciences, or a related field.
- Ten (10) years of work experience in water and energy related projects, experience with state, federal agencies in water infrastructure, or water and natural resources development and protection.
- Four (4) years of experience 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.

WORKING CONDITIONS

- Duties are performed 75% indoors and 25% outdoors, which entails exposure to extreme weather conditions.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces, which may be either wet or dry. Surfaces may be inclined or flat, ranging from natural undisturbed soil to gravel, asphalt, or concrete.

- Work may be performed alone or as part of a group.
- Work hazards or potential hazards include exposure to noise, vibration, dust, exhaust fumes, mists, and severe weather conditions; driving vehicles; working in and around heavy equipment; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, paper forms, writing instruments, computer, and computer-aided design (CAD) equipment are used in the performance of duties.
- A county vehicle is used for traveling from site to site throughout the County.
- For outdoor duties, safety vest and hard hat are used.

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.