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Program Coordinator (Engineering Services)

JOB CODE	JOB FAMILY	PROFILE
JCP321	**Engineering & Capital Projects**	**Program Coordinator (Engineering Services)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**October 19, 2026**

The Program Coordinator (Engineering Services) performs administrative work and manages the planning, development, and implementation of assigned programs. Develops, organizes, administers, and evaluates program activities and services. Provides technical guidance to program staff, departments, community members, and program participants. Coordinates one or more specialized programs in compliance with federal and state laws, as well as department policies and procedures.

FUNCTIONAL AREA

ENGINEERING CONSTRUCTION COORDINATOR

The Engineering Construction Coordinator coordinates facility construction projects in collaboration with contractors, engineers, architects, County user groups, maintenance teams, and assigned staff. Implements program goals and objectives and performs a variety of administrative, professional, and technical tasks to support successful project execution.

ENGINEERING & CONSTRUCTION PROJECT COORDINATOR

The Engineering & Construction Project Coordinator manages all aspects of horizontal construction projects, including funding, budgeting, procurement, fiscal management, programming, design, construction, commissioning, startup, and warranty phases. Serves as the County's representative throughout the project lifecycle and ensures timely, on-budget completion.

FLOODPLAIN ADMINISTRATOR

The Floodplain Administrator manages the County's floodplain program, including permitting, compliance, mapping, planning, and community outreach. Serves as the County's representative to ensure compliance with FEMA and NFIP regulations and reduces flood risk through responsible development practices and mitigation

efforts.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

ENGINEERING CONSTRUCTION COORDINATOR

- Serve as the County's project construction coordinator for facility renovations and new construction under the direction of the FCPM. Review facility and utility construction plans for accuracy, constructability, and permit requirements.
- Coordinate with architects, engineers, and contractors to ensure successful project completion. Monitor schedules, review submittals and RFIs, and take corrective action when needed. Attend construction meetings as assigned.
- Conduct inspections to verify compliance with design, specifications, and codes.
- Issue directives to contractors for compliance or approved changes. Evaluate change orders for cost-effectiveness and provide recommendations.
- Inspect ongoing and completed work to ensure it meets code and standards.
- Ensure expenditures remain within budget. Review contractor pay applications for accuracy.
- Review testing reports and ensure alignment with specifications. Resolve discrepancies with contractors.
- Maintain records and inspection reports. Submit progress reports upon request.
- Assist in preparing scopes of work, obtaining quotes, managing contractors, and coordinating with staff and departments.

ENGINEERING & CONSTRUCTION PROJECT COORDINATOR

- Serve as the County's project manager for horizontal design and construction projects under the EPM. Projects may include site work, drainage, paving, and landscaping.
- Support operational and programming activities. Monitor performance and prioritize tasks.
- Oversee project development, design, and construction through completion.
- Direct engineers and contractors to ensure successful outcomes.
- Issue directives to contractors for compliance or approved changes.
- Conduct inspections to ensure quality and code compliance.
- Assist in developing and maintaining project budgets.
- Ensure staff training and safe equipment operation.

- Submit reports in a timely manner.
- Represent the department at meetings and assist with related tasks.
- Create and manage departmental procedures.
- Prepare plans and documents under division engineers.
- Provide updates to the public, contractors, and stakeholders.

FLOODPLAIN ADMINISTRATOR

- Review permits for compliance with County Ordinance Chapter 38, Article 2.
- Attend meetings and hearings related to floodplain management.
- Enforce code requirements and coordinate with private and public entities.
- Maintain and update flood maps; analyze data using FIRMs and GIS.
- Review and process CLOMR, LOMR, and LOMA amendments.
- Lead floodplain planning and mitigation efforts.
- Ensure FEMA and NFIP compliance, including CRS participation.
- Oversee modeling and elevation certification activities.
- Educate the community and coordinate with stakeholders on flood risks.
- Support emergency and post-flood recovery efforts.
- Draft, review, and enforce drainage agreements.
- Provide onsite evaluations and process related documentation.
- ***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 Construction Management, Engineering, Architecture, or a related field.
- Five (5) years of work experience in facilities construction project management, conducting inspections of all construction projects ensuring quality and compliance with design, specification, and applicable codes.

FLOODPLAIN ADMINISTRATOR

- Bachelor’s degree in Construction Management, Engineering, Architecture, or a related field.
- Five (5) years minimum of private or public work experience managing floodplain programs working with or within local government, including permitting, regulatory compliance, mapping, and mitigation planning.

SUPPLEMENTAL INFORMATION

FLOODPLAIN ADMINSTRATOR

- Must hold a current Floodplain Management Certification from the New Mexico Floodplain Management Association (NMFMA)
- Skilled in interpreting and enforcing floodplain ordinances, coordinating with FEMA and NFIP to maintain program compliance and CRS participation.
- Proficient in reviewing CLOMR/LOMR/LOMA requests, updating FIRMs using GIS, and leading community outreach to promote flood risk awareness and responsible development.
- Experienced in interagency coordination, emergency response support, and managing drainage easements and encroachments.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- 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. Outdoor duties expose the worker to natural weather conditions, which may be severe.
- Worker is occasionally exposed to vibration and noise while inspecting construction and maintenance projects.
- Indoor duties are performed on even surfaces such as carpet, tile, or concrete, which are typically dry.
- Outdoor duties may be performed on even or uneven surfaces, which may be dry or wet, including concrete, asphalt, natural ground, snow, gravel, or shingled roofs.
- Climbing stairs, ladders, and scaffolds is required for both indoor and outdoor tasks.
- Work hazards may include climbing ladders and scaffolds, exposure to severe weather, exposure to electrical wiring and currents, inspecting rooftops, and working on potentially slick surfaces.
- Work is performed under minimal supervision.

- Some duties may be performed as part of a specialized team.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used in the performance of office duties includes calculator, computer, telephone, copier, and fax 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 construction projects.