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Road Maintenance Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCP416	**Engineering & Capital Projects**	**Road Maintenance Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 15, 2026**

The Road Maintenance Coordinator oversees new road construction, repair, surface treatment, preventative maintenance, drainage, and weather-related maintenance duties (e.g., wind, flooding, snow), and ensures the safety of the traveling public through the transportation network.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, implements, and supervises an annual road maintenance program. Supervises, plans, coordinates, assigns, and inspects all work activities through the Road Maintenance Foreman in each district, Special Projects group, and the Bernalillo County Clean Team to ensure all work orders, work activities, and program goals are met.
- Plans, prioritizes, and schedules assigned work tasks based on the availability of materials, equipment, and staff resources. Shifts priorities, staff, and resources to maximize the productivity and/or effectiveness of road maintenance activities. Directs field operations during emergencies such as storms, fires, and floods. Coordinates with the Road Maintenance Manager and Road Maintenance Asset Coordinator for short- and long-term planning. Reports work progress, problems encountered, equipment and material usage, makes recommendations concerning assigned activities. Prepares time and cost estimates/proposals for specific maintenance projects. Prepares correspondence and reports, including daily work order reports, invoices, road condition reports, and budget status reports.
- Provides construction management of road section projects through contract work, including review of construction plans, project quantities, schedules, submittal documents; checks accuracy and completeness of work performed, personnel daily reports, and progress payments; gathers and maintains project records; and

ensures compliance with contract provisions. Conducts spot checks, documents problem areas, troubleshoots, and initiates corrective action where required.

- Monitors and inspects work performed under contract or permit within the road right-of-way or County facility. Reviews construction plans, recommends corrections and best practices, and assesses possible effects on other County infrastructure. Monitors work progress, methods, and compliance with permit specifications. Consults with the Development Review Section, other local government agencies, contractors, engineering firms, and consultants to ensure quality construction of infrastructure with minimal impact to residents.
- Manages all activities of the work order system. Ensures that resident concerns are addressed and monitors response times. Provides recommendations to improve the work order system, upgrade software or mobile devices, and/or implement applications that enhance communication with constituents.
- Evaluates and recommends new equipment specifications, specialized equipment, and rentals. Monitors and schedules repairs of existing equipment. Determines equipment needs to meet program requirements and coordinates with the Asset Coordinator and the Fleet group for purchases or rentals.
- Prepares estimates for the purchase of road maintenance tools and materials. Ensures that crews have the necessary resources. Assists in preparing and reviewing estimates and product specifications, procures material contracts and purchase orders, tracks material usage and compliance with quality/quantity standards, and manages Material Data Sheets.
- Assists in hiring road maintenance staff, new employee orientation, training, safety initiatives, and provides input on performance. Plans and implements performance improvement measures. Coordinates with the Road Maintenance Asset Coordinator to develop, evaluate, and implement policies, SOPs, and expectations. Reviews incident/accident reports, submits to Risk, and determines corrective actions.
- Attends training and workshops to remain informed of new legislation, trends, and recommends offsetting actions. Keeps abreast of practices, technology, materials, and processes. Participates in emergency management and response training.
- Assists management and accounting staff with maintenance budget preparation and usage. Gathers and analyzes data to determine division needs and anticipate revenue, expenditures, and staffing requirements. Consults with management on department needs that may impact financial planning.
- Responds to public inquiries, complaints, and recommends solutions that comply with regulations. Assists in investigations and responses to claims and lawsuits. Meets with citizen groups or property owners and may appear in court as an expert witness.
- Coordinates with other O&M Sections, Technical Services, Facilities, and Land Management on large projects. Provides technical advice on materials, methods, and equipment. Interacts with City and State maintenance departments, vendors, and utility agencies.
- Maintains records, documents, and communications according to the records retention management plan.
- Performs other job-related duties as required or assigned. This may include performing construction work or operating equipment. Responds to after-hours or emergency situations as needed.
- ***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 Engineering, Surveying, Architecture, Project Management, or related field.
- Eight (8) years of work experience in engineering, construction, road maintenance, surveying, or project management.
- Employee must have a valid New Mexico Commercial Class A driver’s license by employment date and maintain a valid NM CDL driver’s license while employed in this position.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- GA 98-Asphalt, bitumen, and concrete construction, or GB-98 General Contractor’s license preferred.

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 comply with the safety guidelines of the County and utilize safe working practices in the construction and maintenance of Public Works structures.
- Employee must be able to operate light to heavy equipment used in road construction and maintenance.
- Employee must be able to work in adverse weather conditions, be available to work after hours for emergency response, and travel extensively within the County.

WORKING CONDITIONS

- Duties are performed 40% indoors, and 60% outdoors; driving of vehicles and equipment; working in and around heavy equipment; and performing duties on rough terrain.
- 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, and range from natural, undisturbed soil to gravel, asphalt, or concrete.

- May perform duties alone or as part of a group and must be able to work without direct supervision.
- Employee will be on a flexible work schedule and could include evenings and weekends for public meetings or training. Employee must be available in the after-hours in emergency or weather-related situations and travel extensively within the County.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, cell phone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, paper forms, writing instruments, and a County-issued computer are used in the performance of duties.
- County assigned vehicle is used by the employee to travel from site to site throughout the County. This vehicle may be issued as a take-home vehicle in order to respond to emergency or weather-related events.
- Safety vests, steel-toe shoes, and hard hats are used by workers in the performance of outdoor duties.

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.