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

Assistant Public Works Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCM103	**Business Services & Support**	**Assistant Public Works Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**April 10, 2026**

The Assistant Public Works Coordinator supports the coordination and oversight of division operations, with an emphasis on project supervision, quality assurance, and public engagement. Assists in planning and monitoring maintenance activities, supports personnel management functions, and helps ensure compliance with safety standards. Collaborates with other government agencies, vendors, and the public, as well as contributing to policy development and budget coordination.

Job Description

DUTIES AND RESPONSIBILITIES

- Interacts with the general public by taking incoming calls or complaints regarding maintenance work orders and determining concerns related to maintenance issues.
- Plans, assigns, supervises, and coordinates Bernalillo County Clean Team projects, and provides quality control for each project.
- Conducts quality checks, assists with performance evaluations and disciplinary actions, handles employee complaints and grievances, and makes recommendations regarding the hiring, termination, and promotion of staff.
- Regularly interacts with City and State maintenance departments and the general public; interacts periodically with vendors regarding the purchase of equipment and materials.
- Prepares correspondence and reports as required.

- Inspects work sites and department facilities to monitor work progress, work methods, and maintenance procedures, as directed.
- Conducts spot checks, document problem areas, and initiate corrective actions as directed.
- Assists in developing maintenance work programs for district work crews.
- Assists in evaluating and making recommendations regarding new equipment specifications, monitors and schedules repair of existing equipment.
- Prepares time and cost estimates for specific maintenance projects.
- Assists in coordinating the maintenance budget for purchases in collaboration with Public Works management to ensure adherence to budget constraints.
- Facilitates the preparation of purchase orders and maintenance-related contracts, and expedites processing as needed.
- Assists Road Maintenance Supervisors in their absence, and videotape truck driving exams, providing recommendations as appropriate.
- Ensures compliance with all safety and OSHA rules and regulations.
- Assists in the development of policies and procedures.
- ***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

- Associate's degree in Business Administration or a related field.
- Five (5) years of work-related experience in maintenance and/or construction of roads or public works projects.

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

SUPPLEMENTAL INFOMATION

PREFERENCES

- Experience handling complaints from the public concerning road maintenance is 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.
- Ability to work in adverse weather conditions, be on-call, and travel extensively within the County.

WORKING CONDITIONS

- Duties are performed 60% indoors, and 40% outdoors, which may involve exposure to extreme weather conditions.
- Indoor duties take place in a temperature-controlled environment, typically on even carpeted or tiled surfaces.
- Outdoor duties may be conducted on both even and uneven surfaces that may be wet, dry, inclined, or flat, including natural soil, gravel, asphalt, or concrete.
- Potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather; driving vehicles; working near heavy equipment; and operating on rough terrain.
- The employee may work a flexible schedule, including evenings and weekends, depending on training or operational needs.
- Work is performed both independently and as part of a team, with or without direct supervision, and may include working with large groups.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment used includes telephone, two-way radio, calculator/adding machine, measuring devices, photocopier, fax machine, computer, paper forms, and standard writing instruments.
- A County vehicle is used for traveling between work sites throughout the County.
- Safety gear, including a safety vest and hard hat, is required for 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.