



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 161004-26

OPENING DATE: 02/24/2026

CLOSING DATE: 05/25/2026

POSTED: IN/OUT

POSITION: Project Manager
PAY GRADE: E9 (\$38.51/hr.-\$53.92/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Director, Public Works
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides project management and oversight of various projects in infrastructure. Responsible for managing, observing, monitoring, and documenting the timely and safe execution of project sites, public infrastructure, structural, and electrical work performed on any jobsite by construction and contracting crews. Works directly with POI support staff (Procurement, Treasury, Legal) and contracted professional service providers including architects, engineers and contractors to ensure that projects are delivered on schedule, within budget and in adherence with all relevant funding, design and construction requirements.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Coordinates all project meetings including but not limited to: pre-bid; design reviews; pre-construction; progress meetings; substantial completion; final inspection; and other meetings as required for each respective project.
- Develops Scope of Work for assigned projects.
- Develops Requests for Bid (RFB's), Requests for Proposals (RFP's), Requests for Quote (RFQ's), Track Request for Information (RFI) and other miscellaneous contracts for contracted Architectural, Engineering and Construction services and/or materials as required for specific projects.
- Develops, reviews and manages project budgets.

- Designs and develops a comprehensive plan and schedule for implementing projects; initiates and monitors all activities essential to the plan schedule.
- Establishes methods for providing project coordination with the project development team including, Pueblo of Isleta Staff, contractors, architects, engineers, designers, inspectors etc.
- Inspects a variety of construction projects to determine compliance with construction documentation and contractual obligations.
- Prepares and/or reviews required documentation for assigned projects.
- Prepares and/or reviews contract documents prior to bidding or award.
- Prepares various project status reports and updates.
- Reviews certified payroll for projects when required for compliance including Davis-Bacon wages.
- Reviews and recommends construction changes orders, and monitors construction progress with construction schedules.
- Reviews and monitors contractor performance to include compliance with planning and development budgets; recommends and implements modifications to contract changes.
- Work closely with owner team, project management team, contractor management team, equipment suppliers, and owner's engineers, and utilities.
- Performs other duties as assigned.

- **SUPERVISION RESPONSIBILITIES:** Supervises Construction Inspector; provides coaching, counseling, disciplinary action, training and feedback; assigns, reviews, and delegates work and job responsibilities.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in any of the following: Construction Management, Civil Engineering, Architecture, or related field.
- Three years of construction management experience with one year in a supervisory capacity.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of modern construction methods, principles, practices and terminology.
- Knowledge of (OSHA) occupational hazards and standard practices.
- Knowledge of fundamental engineering.
- Knowledge of surveying principles.
- Knowledge of building codes.
- Knowledge of principles and techniques of material testing.
- Skill in managing multiple projects in a construction environment.
- Skill in operating technical reference software.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in conducting inspections on construction projects.
- Ability to read and interpret blueprints, construction drawings, and other related documentation.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing while inspecting or monitoring construction projects or making field investigations and surveys.
- Prolonged standing and walking may be on uneven surfaces or unstable ground.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Use of proper Personal Protective Equipment (PPE) is required.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is required.
- Noise level is usually moderate to high on construction sites.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.