

# ***Public Works / Capital Projects Director***

***Town of Bernalillo***

***Recruitment Period:*** Open until filled

***Location:*** Bernalillo, New Mexico

***Salary Range:*** DOE

***Department:*** Public Works/Capital Projects

***FLSA Status:*** Exempt

***Job Status:*** Full-Time Permanent

## **Purpose of Position:**

Oversees all aspects of Public Works and Capital Projects for the Town of Bernalillo. Position is responsible for directing, administering and supervising all activities of the department including planning, construction and maintaining public infrastructure, potable water, sewer, streets, parks, public grounds, and budgeting. This position is responsible for strategic and long-range planning of water, wastewater, streets, and parks operations and development. Responsible for addressing public inquiries and concerns. Organize and supervise public services such as snow removal, ice removal, and communicating residential concerns to utilities such as water and sewer. Manage and direct all related personnel, including employee's performance monitoring, hiring, and disciplinary actions. This position is also responsible for the Town's Infrastructure Capital Improvement Plan (ICIP), all projects and activities related to NMDOT, Community Development Block Grants (CDBG), Legislative Appropriations, Water Trust Board, and all other potential funding sources.

## **Nature of Work** (other duties may be assigned).

- Directs the activities of the Public Works and Capital Projects Department and all divisions within.
- Directs all activities that relate to the Town's drinking water, wastewater, streets, and municipal parks.
- Develops and oversees the Town's Municipal Separate Storm Sewer Systems (MS4) Plan, to include the Storm Water Management Plan (SWMP) and all requirements.
- Coordinates with the Planning and Zoning Department to review plans/plats for the department that require engineering review and/or approval, to include subdivision review for infrastructure improvements.
- Coordinates and presents items to citizens, groups, consultants, contractors, and the Town Council.
- Recommends work programs and budget allocations for the department.
- Administers the Infrastructure Capital Improvement Plan (ICIP) to include long range and immediate planning of infrastructure needs and capital improvements to existing facilities.

- Administers the Capital Fund Programs for the Town of Bernalillo through development and administration of capital projects, requests for funding, contract administration, construction, project close-out, and audit.
- Responds to all utility related emergencies, during and after regular business hours, to direct and lead emergency responses as necessary.

***Education/Experience:***

- Bachelor's degree (B.A.) in Civil Engineering from a four (4) year college or university and five (5) years of public management experience.

**Agency Preference:**

- Have knowledge of, and experience with, water and wastewater operations
- Must have excellent written and verbal communication and customer service skills
- A minimum of 5 years in local government management, demonstrating considerable experience managing major projects
- Have knowledge of, and some experience with, Parks Maintenance, Streets, and other aspects of Public Works

**Conditions of Employment:**

- Must possess and maintain a valid NM Professional Engineers License (P.E.)
- Must possess and maintain a valid NM Driver License free of serious infractions.

**Working Conditions:**

Work is performed in an office and field setting, some travel may be required.

**If interested, please submit your application, cover letter with salary requirement, and resume to:**

Troy Martinez  
Human Resources Director  
P.O. Box 638  
Bernalillo, New Mexico 87004

Or by email to:

[jobs@townofbernalillo.org](mailto:jobs@townofbernalillo.org)

Or by fax to:

505-771-8626