



Job Description

TITLE: Construction and Maintenance Manager	JOB CODE: 2515
DEPARTMENT: Public Works	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK LOCATION: NO

Summary: Under limited supervision of the Public Works Director, this position organizes and manages the operations and staff of roads construction or maintenance division; plans projects, equipment, and materials; assigns and schedules staff; and oversees work to ensure cost effective and safe methods and procedures.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; assists in hiring new employees; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals, and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Monitors and reviews means and methods and recommends operational and policy improvements.
- Manages construction and maintenance projects; reviews and interprets engineering plans and designs; provides input for project specific budgets; plans staff, equipment, and materials; makes recommendations to Public Works Director on proper construction methods to ensure best outcome of project.
- Prioritizes and schedules work; makes adjustments to meet special and emergency situations.
- Oversees all field work to ensure that it conforms with safety regulations; schedules and conducts safety training; ensures all staff understand and comply with safety procedures.
- Inspects work in progress and at completion to ensure that it meets County construction standards and conforms with all regulatory requirements.
- Handles a variety of administrative responsibilities; completes daily reports, time cards, and field records/as-builts.
- Communicates regularly with the public; handles citizen complaints.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of management principles, practices, and methods.
- Knowledge of the methods, practices, equipment, and materials used for civil works construction and maintenance.
- Knowledge of vehicle and equipment operation and maintenance procedures.
- Knowledge of federal, state, and county safety rules and regulations.
- Knowledge of pertinent federal, state, and county policies, procedures, and codes.
- Skill in effectively supervising, leading, and delegating tasks and authority.

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Construction and Maintenance Manager

- Skill in estimating, scheduling and procuring materials for maintenance projects.
- Skill in interpreting and executing engineering plans and designs through construction.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in operating various vehicles and heavy road construction and maintenance equipment.
- Skill in maintaining accurate records of assignments.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.
- Skill in the use of a personal computer and standard business software. Familiarity with computer aided drafting and design is desirable.

Education and Experience

- High School diploma or GED equivalent and five (5) years of work experience in civil works construction, including but not limited to concrete, asphalt, chip seal, drainage, sub-grade construction, guard rail, fencing, and in the use of all types of heavy equipment and trucks; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Associates or Bachelors degree in engineering, construction management, or related field is desirable.
- Three (3) years of management experience.
- Ability to complete OSHA 30-Hr. General Industry within ninety (90) days of hire.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions.
- Work schedule for this position may include working on religious holidays; response to emergency calls as requirements for the operations of this department, and/or during adverse weather conditions.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment; also includes a variety of light and heavy equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____