

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2014-203

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|-------------------------|--|---------------------------|-----------------------------|
| POSITION TITLE | Public Works Project Administrator | SALARY RANGE: | \$23.85-41.58 |
| DEPARTMENT | Public Works | FLSA/UNION STATUS: | NOT COVERED/UNION |
| PERIOD TO APPLY: | 04/29/14-05/13/14 (NO LATER THAN 5:00 P.M.) | POSITION STATUS: | TERM/FULL-TIME |
| SUPERVISOR: | Eric Martinez | LOCATION: | Roadway & Trails |

GENERAL PURPOSE

Performs a variety of project management and administrative tasks related to the planning, design, construction, budgeting, forecasting, and reporting on of assigned projects and programs.

SUPERVISION RECEIVED

Works under the general direction of an assigned supervisor.

SUPERVISION EXERCISED

Provides close to general supervision of assigned staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

- Develops initial budget and suggests strategies for developing and implementing projects.
- Initiates, reviews, and makes recommendations on proposed and existing policies and procedures to ensure completion of projects on schedule and within established budgets.
- Works with division director to develop project objectives, scope, schedules, and budgets; determines priority of concrete work projects, including requests from City departments/divisions, with input from City Administration; ensures projects meet objectives by planning and organizing all project phases (conceptualization through completion); assures projects are developed in accordance with the policies and procedures of regulating agencies.
- Manages capital improvement projects, in-house remodel projects, and projects involving concrete work; visits job sites and obtains estimates on project costs; supervises staff performing project work.
- Researches, prepares, and submits grant applications to obtain funds for possible public works projects.
- Routinely reports to department/division director on status of existing projects.

Additional essential functions for assignment in Public Works / Railyard Project Administrator:

- Serves as City of Santa Fe liaison to the Non-profit Manager of the Rail yard and the Trust for Public Lands.
- Oversees/monitors the lease and management agreement between the City of Santa Fe and the Non-profit Manager.
- Development review of all Railyard developments to ensure compliance with the Railyard Master plan.
- Develops and monitors PSA's between the City and various entities associated with the designs and development of the Railyard and Railyard Park.
- Financial review of the Non-profit Manager to ensure financial stability.
- Monitors/reviews/assures that the Railyard is developed in accordance with policies and procedures of regulating agencies, including but not limited to, EPA, SHPO, and etc....
- Performs related duties as required.

For assignment in the Parks / Trails / Watershed Section:

- Develops strategies for completion of construction projects related to parks, trails, and the watershed
- Works with other departments, divisions, agencies, task forces, business, and neighborhood groups to determine project requirements, budgets, and schedules
- Organizes and directs project teams; manages river and trails projects
- Provides, or contracts for, designs and construction of bicycle and pedestrian trails including compliance with all current ADA regulations; works closely with the city's ADA coordinator.
- Serves as staff liaison for the Santa Fe River Commission with the City Public Works Department.
- Coordinates public involvement for the parks, trails, and watershed projects.
- Serves as a Public Works Department liaison to the Bicycle and Trail Advisory Committee
- Responds to public complaints; functions as direct contact to general public on issues related to assigned responsibilities.
- Performs related duties as required or assigned.

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MINIMUM QUALIFICATIONS

1. Education and Experience:

High School Diploma or GED and eight (8) years of experience in at least two (2) of the following fields: river and watershed protection/restoration, architecture construction management, general contracting, engineering, inspection, environmental administration, GIS databases, surveying, community outreach and involvement, grant writing, and/or trail/park/watershed management, or an equivalent combination of education and experience. Bachelor's Degree in architecture, construction management, engineering, business administration or related field preferred.

2. Knowledge, Skills, and Abilities:

Knowledge of: construction management, construction methods, employment administration, government administration, supervisory techniques, and public involvement methods; the culture and history of Santa Fe; basic real estate principles; OSHA standards and State building code, construction drawings, and research and analysis methods.

Strong skill in: organization and project management; delivering presentations; effective communication; and interpersonal relations.

Ability to: work with diverse groups; research relevant governmental databases (land records, property taxes, zoning, etc.); interpret blueprints, specifications, and standards; prepare grant applications; and use personal computer and general office equipment.

3. Special Qualifications:

Must possess valid driver's license upon hire and obtain City of Santa Fe driving permit within three (3) months of hire.

4. Work Environment:

Work is performed both in a typical office setting and in the field requiring periodic travel and possible exposure to the hazards of construction sites, dust, heat, cold, etc. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Evening and weekend work may be required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe. **Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**