

## PROJECTS ADMINISTRATOR

The City of Carlsbad is accepting applications for the position of **Projects Administrator**. Performs project administration duties related to planning, construction plan reviewing and overseeing construction of structures and facilities such as roads, water lines and facilities, sewer lines and facilities, transportation facilities, grading and drainage facilities, assists with grant compliance and administration and other related duties.

Review construction surveying, specifications and standards for construction, design and review as-built drawings for water, sewer, drainage, grading plans and roadway projects. Assists with grant compliance and administration on all assigned projects.

Coordinate infrastructure projects with appropriate State and Federal agencies. Assist with preparing and submitting applications for infrastructure funding to appropriate Local, State and Federal agencies.

Attend design meetings, bid openings, pre-construction meetings, progress update meetings and final walk thrus. Review construction drawings, bid specifications, RFI's, change orders and payment submittals for construction projects. Maintain records and prepare written technical reports. Tracks critical dates and deadlines for compliance.

Supervise staff members of the Engineering Department as directed. Perform other related duties as assigned.

Knowledge of office management practices and procedures. Knowledge of land use planning principles including zoning and land subdivision. Knowledge of federal, state and local laws pertaining to standards for public works construction.

Ability to understand complex construction documents and maps. Ability to establish and maintain effective working relationships with City staff, Federal, State and local agencies and the public. Ability to understand complex rules and regulations and to articulate such to City staff, elected officials and the public in a clear and concise way.

Ability to work effectively in a government setting, understanding the complex layers of review and permitting associated with regulation. Ability to independently recognize, evaluate and properly resolve unique problems or situations requiring the exercise of good judgment. Ability to maintain records and prepare written reports.

Skill in conducting field surveys, data collection and presentations. Skill in written and verbal communication. Skill in reviewing construction plans for public works/utilities projects and preparing specifications and standards for development.

Qualifications: Bachelors degree in Business or Engineering and at least 8 years experience in construction oversight, construction cost estimating, and construction project quality/cost control.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting annual base salary will be \$104,536. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to [hr@cityofcarlsbadnm.com](mailto:hr@cityofcarlsbadnm.com). Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Resumes/applications will be accepted until the position is filled.

EOE M/F/V/D