City of Las Vegas
Career Opportunity – General Public

Letters of Interest are being accepted for a full-time **Project Manager** for the City of Las Vegas Utilities Department.

Entry Level: Per Pay Plan

Nature of Job: Work is performed under the general direction of the Department Director. This employee plans, directs, and coordinates the activities and programs of Public Utilities including, but not limited to; construction projects, resource development projects, capital planning, and maintenance. Performs construction management and contract administration. Works with the community, regulatory agencies, policymakers, City staff, and others in the enforcement of permit and operating standards. Provide administrative supervision of department employees and consultants to accomplish a wide range and number of complex and highly technical engineering tasks and performs related work as assigned. Incumbents in this class work under direction, at a professional level, on complex and specialized engineering projects, and may be assigned to work with subordinate personnel or consultants, as directed by the Utilities Director. Incumbents maintain a big picture view, a teamwork approach, are service oriented, have excellent communication skills, and are adept negotiators. Must be able to multi-task and accept time sensitive responsibilities. (A detailed job description is available at the Human Resource Office.)

Qualifications: Graduation from an accredited four-year college or university, with a Major in Civil Engineering, or a related field. An equivalent of work related experience may be substituted on a year for year basis. Valid NM Class D Driver's License, and must be insurable by the City's insurance carrier. Five years of progressively responsible work experience in the field of civil or mechanical engineering, or a closely related field. Knowledge of engineering design, construction practices, drafting, inspection, and surveying, principles of physics, chemistry, and mathematics, as applied to civil or mechanical engineering, street maintenance practices and procedures, local, state, and federal regulations pertaining to the construction, operation, and environmental management of, waste water plants and water facilities, communicative skills, budgeting principles, practices of supervision and training, principles and practices of exemplary customer service, appropriate safety precautions and procedures. The ability to supervise major construction projects, make accurate engineering computations and drawings, analyze problems and prepare written and oral reports. Understand and carry out complex oral and written instructions. Establish and maintain record keeping systems; plan, schedule, and make work assignments for subordinates, Establish and maintain effective relationships with other employees, outside agencies, and the public.

Deadline: UNTIL FILLED. Applications are available at the Human Resource Division, 1700 North Grand Ave., Las Vegas, NM or www.las-vegas.nm.us. Please return completed application along with any necessary paperwork to the Human Resource Division.

Posted: In House: September 12, 2014 thru September 19, 2014

In-house: Regular full-time, part-time, seasonal, temporary and probationary employees are eligible to apply in-house with the consent of the current Director; A letter of interest is to be submitted to the City Manager and copied to the Human Resource Division as well as the respective department of interest and your current department

Reviewed and approved for publishing by:

Elmer J. Martinez, Acting City Manager

Human Resource Manager