



**JOB ANNOUNCEMENT**  
**General Public Vacancy**  
**OPEN DATE: September 26, 2023**  
**CLOSE DATE: Until Filled**

JOB TITLE: Project Manager

PAY RATE: \$25.00

DEPARTMENT: Utilities

DIVISION: UTILITIES ADMINISTRATION

**SUMMARY:**

Performs under the direct supervision of the Utility Director or designee. Provides supervision to the Draftsperson and The Project Coordinators. Under general direction, 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.

**DUTIES AND RESPONSIBILITIES**

- Develops and implements Utility projects and programs in all of the of three utility areas, such as water, wastewater, and gas, Reviews and implements policies and procedures that comply with the requirements of facility operating permits and municipal ordinance, as well as engineering practices, construction management, contract administration, procedures pertaining to inspection of public utility improvements.
- Evaluates Citywide and localized water and sewer and gas plans and develops appropriate funding strategies. Incumbent is periodically assigned projects in all three utilities.
- Reviews proposals and works with developers and the private engineering sector to draft public infrastructure requirements consistent with City policy. Facilitates review of construction plans; supervises update of public infrastructure records; responds to public requests for engineering data and represents the Utilities Division before regulatory agencies.
- Maintains rapport with the private engineering sector and retains and coordinates consultants to accomplish tasks. Develops Capital Project Plans and under direction supervises the design on a limited number of in-house design projects. Retains private consultants and reviews work product. Pursues funding sources and provides technical support for utility operations including, but not limited to, water, gas, wastewater, and solid waste. Acts as staff advisor to policymakers serving on various regional planning/enforcement boards.
- Supervises, assigns, and evaluates the work of inspectors and other construction personnel. Acquires and oversees the services of consultants to survey, inspect, or manage utility construction projects, negotiates change orders, manages project budgets, facilitates solutions to construction issues and negotiates with other departments and agencies regarding construction issues.

*Project Manager*

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- Coordinates capital construction design, estimates, and construction schedules to comply with regulations and permit requirements. Researches and prepares technical reports and responds to regulatory agency citations and inquiries.
- Participates in the development and administration of the division/section budget.
- Compose correspondence to policymakers, lending institutions, bonding companies, contractors, developers, and regulatory agencies.
- Receive citizen complaints and take appropriate action; represent the City at conferences and meetings with other agencies and with private organizations.
- Supervises consultants and full-time or part-time staff as assigned.

#### MINIMUM JOB QUALIFICATIONS

- High School Diploma or GED
- 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.

#### PREFERRED QUALIFICATIONS

- State of NM Water Systems IV and or Wastewater IV certification is highly desirable.

#### EMPLOYMENT REQUIREMENTS

- 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, SKILLS AND ABILITIES

- 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.
- Deal tactfully, diplomatically, and persuasively with the public and policymakers.
- Read and interpret regulations and recommend an appropriate course of action.
- Supervise and evaluate the work of others and prepare clear and concise plans, specifications, and technical reports.

#### WORK ENVIRONMENT & PHYSICAL DEMANDS

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office and moderate to loud in the field
- Mobility Factors: Walks 5% of the time, Climbs stairs 2% of the time, stands 13% of the time, sits 80% of the time

- **SPECIFIC MOVEMENTS:**

- TRUNK: Bend Occasionally
- ARMS: Reaches, works with arms occasionally and carries up to 25 lbs
- LEGS: Bends, kneels, squats and walk
- HANDS: Gross dexterity, occasionally grasp/ manipulate, frequently speed required, occasionally bilateral coordinator, eye and hand coordination.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701


OR send via email to: [mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**



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Leo Maestas, City Manager



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Darlene Arguello, Human Resource Director