



Job Title Summary

The Project Manager (PM) will assist with coordinating and managing activities and programs for all projects. This position is responsible for construction management and contract administration. The PM will assist with the coordination and administration of federal and state grant funds for projects and shall manage all financials by audit standards and regulations deemed by the funding agency. Assist in the review and analysis of project budgets and monitors spending trends and balances to ensure proper use of funds.

Essential Job Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists with the development and implementation of all projects. Reviews and assists with the implementation of policies and procedures that comply with all procurement regulations, as well as engineering practices, construction management, contract administration, and appropriate tribal, state, and federal regulations
- Assists with managing the administration of all projects; maintains all documents and files related to assigned projects
- Assist with reviewing proposals and works with upper management. Facilitates review of construction plans and cost estimates; ensures the update of company records
- Assists with obtaining and/or verifying required permits for construction projects
- Develops Project Plans to include; small project scopes of work and bidding specifications. Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via e-mail, or perform data entry as necessary to accomplish the essential functions of the position. Use of technology, equipment, and software typically used in the office environment
- Assist with pursuing grant funding sources, application preparation, and providing technical support for clients
- Manage and prepare documentation for state and federal grants, appropriations, and projects
- Internal: Works with managers and staff on all projects. Maintains harmonious, courteous, and understanding relationships, while fostering a collaborative teamwork environment. External: Works with clients, vendors, and contractors to ensure all projects are completed per specifications. Presents a friendly, courteous image for High Water Mark to all clients/customers, tribal officials, and the general public
- Assists with the services of consultants to survey, inspect, or manage construction projects, verifies all field changes for as-built drawings on field plan set and ensures the contractor and/or architect/engineer are recording changes on final drawings. Assists with managing project budgets, facilitate solutions to construction issues, and negotiates with other departments and agencies regarding construction issues. Coordinate's construction design, estimates, and construction schedules to comply with regulations and permit requirements
- Able to work in a diverse environment
- Excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, clients, and vendors including but not limited to: contractors, engineers, and suppliers.
- Knowledge of High Water Mark practices and policies
 - Check documents for accuracy and completeness
 - Organize own work, set priorities, and meet deadlines
 - Maintain confidentiality of clients, co-workers, management, and other employees
 - Notifies management of any real or perceived problems
 - Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with clients, other staff, and vendors
 - Adhere to all Job Site Safety requirements.

Other Responsibilities or Job Requirements

- Must maintain a high level of computer abilities and keep up with changing technology



- Coordinate assigned activities with other departments, agencies, and organizations
- Completes and verifies that personal timesheet is prepared accurately and timely, and ensures time is reported based on actual time worked
- Adheres to all High Water Mark policies
- Ensures that any on-the-job injury is reported immediately and followed up with appropriate forms and actions
- Ensures any reports of harassment are immediately reported so appropriate actions are taken
- Performs well in a proactive and reactive mindset
- Attends meetings, training, and workshops as required or necessary
- All other duties as assigned.

Qualifications

- Must have a High School Education or equivalent
- Proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access) and any project-specific software programs
- Strong organizational skills and attention to detail, including the ability to prioritize and multi-task under strict deadlines
- Strong problem-solving skills and demonstrated ability to succeed with new and challenging tasks
- Ability to understand and digest highly technical information
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with clients, Tribal officials and/or appointed officials, project contractors, representatives of other governmental units, professional contacts
- Ability to understand and carry out instructions and procedures with minimal supervision
- Must be able to pass a credit check
- Must be able to pass regular criminal history checks
- Must be willing to take and pass a drug/alcohol test
- Must possess and maintain a valid New Mexico motor vehicle license. Must agree to maintain a satisfactory MVR and minimum requirement of insurability as required by law. MVR background checks will be conducted.

Preferred Qualifications

- Experienced in project administration/management preferred
- Experience with FEMA grant requirements and guidelines for project administration and grant reimbursements
- Knowledge of Principles and practices of effective project management and time management
- Knowledge of Basic OSHA requirements utilized in the road, utility, and civil infrastructure construction
- Knowledge of reading and interpreting construction plans, drawings, and blueprints.

Physical Demands

- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties and responsibilities which may include sitting, standing, or walking for extended periods, driving or riding in vehicles
- The usual requirements in an office environment may require lifting boxes of supplies, equipment, and occasional adjustments of office furniture
- Frequently required to sit, talk, and hear
- Frequently required to stand, walk, use hands to finger to handle or operate objects, controls, or computer or office equipment
- Occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl
- Occasional pushing, pulling, lifting, and/or moving up to 25 pounds
- Occasional squatting or bending is required.



Work Environment

- Possess the ability to adapt to inclement weather conditions and/or situations
- May be called in after hours when needed
- Noise level could be moderate to loud in the work environment
- Ability to work in stressful environments and deal effectively with stress
- While performing the duties of this job, the employee works in a business office setting and is required to work in the field. While on project sites, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and moving mechanical parts and/or machinery
- The noise level in the work environment is usually quiet but may become loud on the project site. The employee occasionally works in precarious places and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

Travel Requirements

- Ability to travel for project requirements in and out of the service area.
- Ability to travel for activities such as classes, and workshops in and out of the service area
- Overnight travel as required.

Pay Range

Multiple factors are considered in determining final pay for a position, including, but not limited to, relevant work experience, skills, certifications, and competencies that align with the specified role, geographic location, education, and certifications.

This job description is subject to change as the needs of the Village and the Department change or the requirements of this position change.

EMPLOYEE DECLARATION

I have reviewed and understand the job functions of this position and state that I can perform these functions without accommodation: Yes No

If an accommodation is needed, please describe below the reasonable accommodation required for you to perform these job functions.

Employee Signature

Date