POSITION: **Engineering Program Manager**
OPENING DATE: **April 20, 2022**
CLOSING DATE: **Open Until Filled**
DEPARTMENT: **Public Works / Engineering Program**
SALARY RANGE: **E-19; $73,553 - $110,329**

Position Summary:
Under general direction of the Director, manages, plans, organizes, and supervises the Engineering and Construction Management program activities. Ensures the provision of professional engineering services for the Pueblo in accordance with applicable laws and regulations and in accordance with the standard practices and ethics of professional engineers and scientists. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:
- Develops and implements strategic plans, program goals, standard operating procedures, policies and procedures for engineering and construction functions.
- Applies standard engineering techniques, procedures, and criteria using professional judgment.
- Provides overall engineering, and design services for Pueblo government infrastructure, including, but not limited to; roads, bridges, buildings (new construction and renovations), and other Pueblo physical assets.
- Prepares plan drawings (in AutoCAD Civil 3D), specifications, bid documents, contracts, and cost estimates for projects.
- Serves as a Project Manager; ensures timely completion, project scheduling, and invoice certification of assigned projects.
- Reviews, evaluates, certifies and processes documentation associated with submitted requests such as rights-of-way, Pueblo resources or Village Use easement issues.
- Reviews, interprets and provides recommendations of project plans, submittals, specifications and other contract related documentation.
- Prepares bid proposals and recommends awards in accordance with Pueblo Fiscal Management Policies.
- Ensures accuracy, timeliness, and quality of project plans, design, and construction.
- Assigns Project Manager(s) as primary point of contact for specific projects.
- Monitors and reports project milestones, change orders, invoices, and status of funding.
- Ensures inspection of project sites for work quality; reviews and processes construction change orders.
- Reviews, monitors and approves or rejects contractor pay requests.
- Ensures the administration of notices of Pueblo cultural or environmental issues in accordance with applicable requirements.
- Provides review and commentary on land use, public notices, and other announcements as necessary.
- Ensures the maintenance and accuracy of electronic and hard copy project files.
- Evaluates and assesses program processes and procedures; implements changes as necessary for operation effectiveness.
- Develops required narrative, statistical, and financial reports.
- Prepares and administers program budget; develops budget modifications; prepares required reports.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Ensures effective communication on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication.
- Assumes responsibilities and duties of Public Works Department Director when delegated.
- Represents the department and the Pueblo to external agencies; establishes solid relationships with programs of common interests.
- Reviews, evaluates, and presents to Pueblo Council, submitted requests such as rights-of-way, projects or property easement issues for approval.

- Maintains professional and technical knowledge by conducting research and attending relevant training and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:
Bachelor's degree in Civil Engineering, Mechanical Engineering, or a directly related field required. Ten years of progressive experience in infrastructure/facilities planning, infrastructure design and construction management. Five years of surveying, and computer aided drafting experience. Five years of supervisory experience required. Professional Engineer (PE) licensure preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:
The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Engineering Program Manager is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications:
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of engineering principles, practices and standards.
- Knowledge of construction management, construction drawings, and records retention.
- Knowledge of construction safety requirements and practices.
- Knowledge of project management, implementation, and administrative requirements.
- Knowledge of applicable federal, state, county, local laws, regulations, and codes.
- Knowledge of proper spelling, grammar, and math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate and promote team building.
- Ability to establish and maintain professional relationships with co-workers at all levels and other contacts.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks, schedule and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to read, analyze, and interpret construction documents.
- Ability to create/develop effective speeches and presentations.
- Skill in computer use including Word, Excel, Outlook, AutoCAD, Civil 3D and other related software
- Skill in analyzing problems, identifying solutions, and implementing appropriate courses of action and recommendations.
- Skill in preparing, reviewing, and analyzing technical, operational, and financial reports.
- Skill and ability in program evaluation processes and procedures.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
    1. E-mail to polemployment@pol-nsn.gov;
    2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
    3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
    4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

<p style="text-align:center;color:red;">LAGUNA TRIBAL MEMBER PREFERENCE APPLIES</p>