

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-23A**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Engineering Program Manager
OPENING DATE:	May 21, 2015
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works-Engineering Program
SALARY RANGE:	E-17; \$57,771 - \$86,657

Position Summary:

Under general direction of the Director of Public Works, the position manages, plans, organizes, and supervises the Engineering and Construction Management program activities. Ensures professional engineering services are provided for the Pueblo of Laguna in accordance with applicable laws, regulations, codes, requirements, policies, and procedures by adhering to the standard practices and ethics of professional engineers and scientists. 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 all engineering and construction functions.
- Manages all aspects of the Engineering and Construction Management programs, ensuring program services are provided as directed.
- Provides overall engineering, and design services for all Pueblo government infrastructure, including but not limited to, roads, bridges, buildings (new construction and renovations), and other Pueblo physical assets that are constructed, operated and managed by the Pueblo of Laguna government.
- Prepares AutoCad Civil 3D drawings, specifications, bid documents, contracts and cost estimates for all projects.
- Reviews, evaluates, certifies and processes all 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 for project readiness and quality assurance.
- Prepares bid proposals and recommends awards in accordance with Pueblo Fiscal Management Policies.
- Assigns Project Manager(s) to projects as required, ensuring a primary point of contact throughout the project.
- Monitors and reports project milestones, change orders, invoices and status of funding on all projects following established procedures and contract standards.
- Reviews, monitors and approves or rejects contractor pay requests; reviews and processes construction change orders.
- 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.
- Conducts program related evaluations and assessments, focusing on operational effectiveness.
- Manages expenditures, ensures cost control objectives, and provides reports in accordance with state and federal grant or contract requirements.
- Plans, develops and prepares the Engineering and Construction program annual budgets, including budgetary goals and objectives and program initiatives; implements strategies for human resources management and budget management.
- Improves staff effectiveness by mentoring, coaching, counseling, training, and implementing disciplinary action for program employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Hosts and coordinates staff meetings and project progress meetings, ensuring effective communication on projects and program-related activities; provides reports as directed.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Consistently applies the Pueblo's Core Values and Workforce Values to support Workforce Excellence.
- Performs other duties as required.

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Minimum Qualifications:

Bachelor's degree in Civil Engineering, Mechanical Engineering, or a related field and a minimum of ten years of progressive experience in the engineering field including infrastructure/facilities planning, infrastructure design, construction management, surveying, and computer aided drafting (AutoCAD) – Civil 3D; and five years of supervisory experience. Professional Engineer (PE) licensure is preferred. PE licensure must be obtained within three years of hire. Must be insurable under the Pueblo's liability insurance program and successfully pass a pre-employment drug/alcohol screen and background investigation.

Background Investigation Requirements:

Every position within the Pueblo of Laguna governmental operations must be designated at a position risk level commensurate with public trust responsibilities and attributes of the position. Each applicant will be subject to suitability determination by using a background investigation process. The level of review is based on the level of public trust associated with the job duties of the position. This position is considered a **High Risk Public Trust (HRT)** position. To obtain a copy of the Pueblo's Suitability policy, please see a POL Human Resources Representative.

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	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, and Skills:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of construction safety requirements and practices.
- Knowledge of project management and implementation
- Knowledge of federal, state, county, local laws, regulations, and codes.
- Ability to create and present effective speeches and presentations to various committees, boards, administration and Pueblo Council.
- Ability to serve as the primary engineering reference for planning, implementing, controlling, monitoring, and evaluating a full range of programs, policies, regulations, and practices as they relate to technical and construction operations.
- Skill in analyzing problems, project consequence, identifying solutions and implementing recommendations.
- Skill in preparing, reviewing, and analyzing technical, operational and financial reports.
- Skill in budget preparation and administration.

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@lagunapueblo-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 Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES