

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2024-68**

**OPEN TO IN-HOUSE & EXTERNAL APPLICANTS**

**POSITION:** Project Manager / Owner's Representative  
**OPENING DATE:** July 22, 2024  
**CLOSING DATE:** July 30, 2024  
**DEPARTMENT:** Chief of Operations  
**SALARY RANGE:** E19; \$73,553 - \$110,329

**Position Summary:**

Under general supervision of the Deputy Chief of Operations, performs as the Owner's Representative, conducts project management, project scheduling, accounting functions and contract compliance for construction projects performed for the Pueblo by the Pueblo's entities. 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:**

- Effectively provides project scheduling with internal and external entities for multiple projects.
- Assists the Entities and their Consultants with all aspects of project development, initiation, planning, execution control, budget management and closeout.
- Prepares and verifies scopes of work and reviews contractual obligations and project specific deliverables.
- Ensures document control regarding contracts, technical documents, plan sets, engineering reports, calculations, and exhibits.
- Supervises and participates in civil engineering planning, project design and development including creation of general plan information, survey control and project specific details.
- Facilitates community planning efforts with the Planning Program to ensure projects meet Community expectations as well as Government needs.
- Performs quality assurance / quality control on applicable information.
- Performs and verifies engineering calculations.
- Implements and verifies specifications and general engineering standards.
- Effectively maintains all construction project files, including but not limited to, contract documents, correspondence, change orders, estimates, invoice schedules, work reports, test reports, permit information, submittals, certificates.
- Works closely with the accounting department to maintain and track project budgets to ensure projects are completed within budget.
- Effectively administers, records and processes all required documentation and submits to applicable contractors and agencies as required.
- Ensures positive working relationships and continued communication with contractors and departments.
- Effectively communicates and exhibits the Pueblo of Laguna's organizational values, strategies and objectives.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences, reviewing professional publications, establishing networks, participating in professional societies, and conferring with representatives of contracting agencies and related organizations.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and make individual effort to support the Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree or higher in Engineering, Project Management or Engineering Technologies plus, ten (10) years of engineering experience, required. FEMA/ICS 300 and 400 Certifications preferred; must obtain within one (1) year of hire. A combination of relevant education and directly related work experience may be considered.

**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 Project Manager is designated at a High-Risk Public Trust (HRPT).

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; Credit Report	X

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the engineering principles, as well as methods to manage resources effectively and correct deficiencies or problems.
- Knowledge of design methodologies and data analysis.
- Knowledge of business English, proper spelling, grammar, and punctuation.
- Knowledge of AutoCAD
- Knowledge of general Engineering standards
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to generate effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to handle multiple tasks and meet strict time lines.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Skill in operating office machines, computers, and software, including in a (XP / 07) Windows environment, (Word, Excel, Access, PowerPoint), project and estimating software.
- Skill in technical writing.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [poemployment@pol-nsn.gov](mailto:poemployment@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, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Shondiin Lewis, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**