

Posted: April 9, 2024



POSITION ANNOUNCEMENT

TITLE: CONSTRUCTIONS MANAGER

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$75,000-\$85,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: April 17, 2024* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

***Located in Playas, NM*

JOB SUMMARY:

NMT is seeking an experienced construction manager to oversee construction at the Playas Research and Training Center (PRTC). The successful candidate will be responsible for managing the construction process of all construction projects at PRTC from beginning to end, including scheduling, budgeting, and coordinating with contractors and subcontractors to ensure that projects are completed safely, on time, and within budget. The ideal candidate will have a proven track record of success in on-site construction management and be able to work effectively as part of a team.

JOB FUNCTIONS:

Oversee all aspects of construction projects, including scheduling, budgeting, and coordination with contractors, subcontractors, and NM Tech Program Managers, and NMT Director of Capital Projects. 45%
Develop and manage project schedules and budgets to ensure that projects are completed on time and within budget. Manage project budgets and ensure that costs are controlled and kept within project constraints. 15%

Coordinate with architects, engineers, program manager, and other stakeholders to ensure that project goals are met and that work is carried out in compliance with applicable building codes and safety regulations. 10%

Communicate regularly with project team members, subcontractors, and other stakeholders to ensure alignment on project goals, timelines, and priorities. 10%

Manage project documentation, including contracts, change orders, and other project-related documents. 5%

Identify and mitigate project risks, including developing contingency plans and ensuring that project team members and NMT Director of Capital Projects are aware of potential issues. 5%

Ensure that project deliverables meet the client's expectations and that any issues or concerns are addressed in a timely and professional manner. 5%

Ensure that work is carried out safely and in compliance with applicable safety regulations and standards. 5%

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. At least 10 years of experience in construction management, with a proven track record of successfully managing complex construction projects. Knowledge of construction industry best practices, including building codes, safety regulations, and quality standards. Excellent project management skills, including the ability to develop and manage project schedules, budgets, and documentation. Strong communication and interpersonal skills, including the ability to communicate effectively with project team members, subcontractors, and other stakeholders. Strong

leadership and problem-solving skills, including the ability to identify and mitigate project risks and to provide guidance and direction to project team members. Require a valid NM Driver's License. A pre-employment drug screen required upon hire.

DESIRED QUALIFICATIONS:

Bachelor's Degree in construction management, engineering, or a related field. College/university related construction management experience. DoD related construction management experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 30%	Sitting 50%	Walking 3%	Pulling
Pushing 2%	Lifting 2%	Stooping 1%	Kneeling
Crawling 5%	Climbing 5%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu