



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER I – AREA CONSTRUCTION

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager I – Construction Area	X48050	80	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose of Position

Manages, supervises and coordinates major construction projects within a District/General Office (as assigned by the ADE Construction) to ensure that all the goals and objectives of the project are defined, implemented and attained.

Nature of Work

A/O Manager I – Construction Area Supervisor oversee and assist Project Managers to manage highway construction projects according to appropriate plans and specifications. Ensure compliance with New Mexico State and Federal codes and regulations in addition to New Mexico Department of Standards Specification and Special Provisions. Work in accordance with all contractual requirements, Federal Highway Administration (FHWA) and New Mexico Department of Transportation (DOT, NMDOT) policies and procedures. Make recommendations for project alternatives and acceptance of plans, specifications and contract documents. Ensure that projects are built according to plans, specifications and budgets.

Distinguishing Characteristics

Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Ensure all construction projects are managed according to project plans, specifications, contract documents, State and Federal codes, statutes and industry practices.
- Responsible in coordination with Assistant District Engineer-Construction for the quality of plan sets, specifications and contract documents for assigned projects.
- Responsible in coordination with the Assistant District Engineer-Construction for ensuring roadway construction practices, processes and project management activities are consistent and Appropriate for roadway and bridge construction
- Oversee contractor work in highway construction and maintenance projects.
- Prepare budget, statistical and other reports related to assigned construction projects.
- Communicate with contractors, public entities, affected landowners and the traveling public.
- Perform related work as required.

General Characteristics

Any one position may not include all General Characteristics listed nor is this inclusive of all General Characteristics possible for the Administrative/Operations Manager I – Construction Area Supervisor.

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Scope and complexity of Responsibility – Considerable: Assigned objectives are broadly defined by statute, grant, agency mission, etc. **Requires defining objectives, scope, and policies. Managing objectives generally requires considerable experience and seasoning in the assigned areas. Coordinates operations utilizing administrative concepts to organize sub-functions to meet the goals and objectives of the agency.**

Types of employees managed: Administration/Operations Manager I is assigned **considerable staffing resources of low-level managers, advanced technical, and professional employees.**

Financial accountability: Objective managed has **considerable** relative impact on the mission of the total organization.

Strategic planning/decision challenge: Solves problems through analysis and evaluation of the facts. Distinguishes issues and circumstances that make each case distinct, then formulates alternative solutions, taking into account the relative benefits and consequences that must be considered. Develops program goals, objectives and organizational plans for the efficient delivery of services. Facilitates local level advisory group. Provides direction to the group in order to improve the delivery of good and services to citizens, customers, and clients.

Minimum Qualifications

Bachelor's degree in Construction/Project Management and or Civil Engineering or related field from an accredited college or university and six (6) years of professional level experience with a tactical impact directly related to the purpose of the position defined by the agency at the time of recruitment. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling ten (10) years may substitute for the required education and experience. A hiring agency will designate a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Statutory Requirements:

Conditions of Employment: Working Conditions for individual positions in this Manager Category Level will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. Must possess and maintain a valid New Mexico Driver's License. A post offer physical and reference check and driver's license verification are required. Possible geographic location change and frequent assignments that require travel and extended overnight stays away from post of duty are required.

Default FLSA Status: *Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.*

Bargaining Unit: Not Represented

Established: 10/12/2012

Revised:

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.