



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

ADMINISTRATIVE OPERATIONS MANAGER II – CONSTRUCTION PROJECTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
A/O Manager II- Construction Projects	X58051	85	

**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

Oversee the construction management of all aspects of assigned roadway and/or bridge construction projects within a District/General Office as assigned by the Assistant District Engineer of Construction (ADE) to ensure that all the goals and objectives of the project are defined, implemented and attained.

Nature of Work

A/O II Manager – Construction Projects oversee and assist upper and lower management as well as non-management employees assigned to highway and/or bridge construction projects. 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. Position is responsible for making decisions with respect to budget and staffing.

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.

- Coordinate cooperative effort among Construction, Maintenance, Engineering Support and the public in order to achieve high quality cost effective projects.
- Oversee and resolve contract claims and contractor amendments.
- Oversee and/or prepare change orders to ensure quality and costs are managed.
- Resolve disputes with contractors concerning quantities, interpretation of plans, specifications and negotiate changes.
- Assist ADE with construction plans and field reviews, project field inspections and project documentation.
- 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 the ADE for ensuring roadway construction practices, processes and project management activities are consistent and applicable for roadway and bridge construction.
- Communicate with contractors, public entities, affected landowners and the traveling public.
- Direct management and supervision of employees assigned to specific construction projects.
- Ensure all employees under supervision understand and adhere to Department, District, state

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and federal policies, procedures and guidelines, goals and objectives.

- Coordinate training
- Performs 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 II – Construction Projects.

Scope of Responsibility – Significant. 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 II is assigned **significant** staffing resources of low-level managers, advanced technical and professional employees.

Financial accountability - Objective managed has **significant** 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

A Bachelor's Degree in Construction/Project Management and/or Civil Engineering or related field from an accredited college or university and eight (8) years of professional level experience in engineering, physical science, mathematics, surveying, materials testing, drafting, highway design and/or highway construction to include two (2) years of management/supervisory experience is required for this position. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience. Hiring agency will designate a portion of the required experience to include management, 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: All applicants for this position must be licensed in accordance with 66-5-59 NMSA 1978, as applicable.

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.

Default FLSA Status: *Exempt. FLSA status may be determined to be different at the agency*

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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.