

ELDORADO AREA WATER & SANITATION DISTRICT SEEKING FULL-TIME PROJECT MANAGER / ENGINEER

The Eldorado Area Water and Sanitation District (EAWSD) is a local, public water utility system in Northern New Mexico, serving approximately 3,100 residential and commercial customers, with a population of approximately 7,500. EAWSD is actively seeking a full-time PROJECT MANAGER / ENGINEER to oversee planning, funding, design, and construction of critical water supply infrastructure projects. EAWSD's Administrative office located about 10-miles southeast of Santa Fe. EAWSD is governed by a 5-member Board of Directors who are elected by the Ratepayers and District Taxpayers. For more information about EAWSD visit our website at: www.EAWSD.org.

The PROJECT MANAGER / ENGINEER position is a full-time (40 hrs. per week), exempt, at-will, salaried position. Starting salary range is \$85,000 - \$95,000 per year, depending on experience, plus annual paid leave, health benefits and employee contributions to PERA. This position is under the supervision and general direction of the General Manager (GM). They will oversee and manage capital improvement projects at the direction of the Board of Directors and GM which can include; water treatment, wells, pump stations, storage tanks, transmission lines, replacement of distribution system, and related infrastructure. The ideal candidate has experience working with public water systems within New Mexico and understands the regulatory, funding, and community considerations unique to Eldorado at Santa Fe.

GENERAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plan, coordinate, and oversee water system improvement projects and their associated funding.
- Work closely with consulting engineers and contractors from planning through to construction.
- Monitor project schedules, budgets, funding contracts, and contractor performance.
- Conduct field visits to inspect progress and ensure quality standards of the District are met.
- Assist with emergency repair coordination, when needed.
- Prepare grant and loan applications and disbursements in coordination with the GM.
- Track expenditures and maintain organized project records.
- Assist the District in complying with requirements from NMED, NMFA, and DFA.
- Support permitting or reporting related to each infrastructure project including easement identification.
- Coordinate inspections with other utilities and water operators.
- Represent the District at public meetings and Board Meetings, when needed.
- Help maintain asset management and the annual capital improvement plans (ICIP) of the District.
- Assist with procurement of materials and equipment, as necessary.
- Participate in problem-solving for system issues such as leaks, pressure concerns, or aging infrastructure project prioritization.
- Provide regular updates to the GM, Board Members, and Lead Executive Administrator.
- Must possess strong communication skills, both written and oral.
- Proficiency using Windows products and Google-based platforms.
- High math proficiency to assist with funding reporting to State Agencies and other loan tracking and accounting activities.
- Ability to prioritize workload and complete all assigned tasks in a timely manner.
- Ability to exercise independent judgment and discretion over project matters including risk management.
- Should demonstrate a high degree of diplomacy, tact, and constructive problem solving.

Working Conditions: Work is done primarily in an office setting, and requires extensive personal computer, copier, and some phone use. *Requires ability to multi-task with staff, vendors and/or contractors on the phone and in person. Extended periods of sitting at the computer and field work required on construction sites. Occasional late and weekend hours required, including attendance of Board Meetings. Exposure to video display terminal (VDT), peripheral equipment, including toner cartridges. Ability to lift boxes and/or other items weighing ~50 lbs.

To Apply: Email a cover letter and resume of your relevant work experience in a utility office or other service-related business, to admin.manager@EAWSD.org. In subject line, reference PROJECT MANAGER / ENGINEER position. Phone calls and walk-ins will not be acknowledged. Your resume should emphasize your knowledge and past management of contractors, regulatory compliance, budgeting, risk management, and public meetings all while working in a rural water district. Please include any other skills/talents you feel are applicable to this position. A minimum of 4-years' management experience is required. A Bachelor's degree is required, and a masters degree is preferred in Engineering, Construction Management, Environmental Science, or related field. Relevant job experience may substitute for educational experience. Preferred certifications include; Project Management Professional (PMP), Professional Engineer (PE), New Mexico Water Operator Certification (any level), or OSHA safety training.

Equal Opportunity Employer: EAWSD is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, or any other non-merit factors.