

Project Manager



Torrance County is seeking an experienced Project Manager to provide management of all technical and administrative aspects for ongoing Torrance County construction and water projects. Any interested individuals or companies must submit a letter of interest along with a resume, hourly cost breakdown and estimate of hours required each month for project management by 2:00 pm on April 22, 2024. The Project Manager will coordinate project scheduling, handle project tracking, and serve as the point of contact for engineers, architects, contractors, subcontractors and other vendors for each project. The Project Manager will be responsible for all aspects of the project from start to finish, including site development, design, construction and handing over the completed build. Communication is imperative and attendance at applicable meetings and site visits are necessary. The Project Manager will be communicating and coordinating meetings with the County Commission, County Manager and County staff. The following experience and qualifications are desired:

Experience

- General Contractor experience
- Project Management experience
- Management level commercial construction experience

Qualifications

- Experience in construction project management
- Ability to read, verify and explain blue prints
- Effectively communicate and keep all parties up to date on all projects
- Ability to manage multiple projects simultaneously
- Ability to prioritize and multitask
- Ability to work with a team
- Familiar with estimating, scheduling, subcontract coordination and material procurement
- Provide clear and detailed information as requested, in easily understandable terms
- Understand contractual terms and conditions, especially how they might impact project
- Travel to Torrance County is required time to time
- Customer service focus with a commitment to quality, safety and successful completion
- A methodical approach to problem-solving and outstanding attention to detail

Letters of interest along with a resume, hourly cost breakdown and estimate of hours required each month for project management are due by **April 22, 2024 at 2:00 p.m.** Submission packets can be hand delivered to the County Manager's Office, 205 S Ninth St in Estancia, NM 87016. Emailed to County Manager Janice Barela at jbarela@tcnm.us or mailed to Torrance County Manager, PO Box 48 in Estancia, NM 87016.

The Board of County Commission is scheduled to discuss and possibly take action on the next scheduled Commission Meeting following the deadline for turning in the Letter of Interest. The County Commission may, at its discretion, interview select candidates during the Executive Session of the same meeting.

Term of this solicitation's contract will end June 30, 2024. A formal Request for Proposals will be issued prior to the expiration of this contract. A new contract will be awarded as a result of that competitive process.

Current projects in process include but are not limited to: New Torrance County Administration Building, New Fire and Emergency Services Building, New Moriarty Senior Center and Multigenerational Complex, New Fairgrounds Multiuse Complex, Duran Water Project, and other specified water project.

Any questions can be directed to the County Manager's Office at 505-544-4700.