Pueblo of Acoma Housing Authority
PAHA
"Providing Safe and Affordable Housing Opportunities"

P.O. Box 620
Pueblo of Acoma, NM 87034

Phone: (505) 552-7528
Fax: (505) 552-9093

VACANCY ANNOUNCEMENT

Position: Construction Project Manager
Open Date: September 28, 2026
Closing Date: OPEN UNTIL FILLED
Location: Pueblo of Acoma Housing Authority (PAHA) Development Department
Rate of Pay: $DOE

SUMMARY

Under the supervision of the Development Manager, the Construction Project Manager is responsible for managing the construction activities for the PAHA. Duties include management of construction schedules; preparing cost estimates; bid review; project tracking and monitoring; document review and record keeping; post construction evaluations; and other construction management functions.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

DUTIES AND RESPONSIBILITIES

1. Inspect properties for modernization or new development, assists in preparation of job specific plans and specifications;
2. Provide regular reports to the Development Manager on the status of projects;
3. Establish and direct the maintenance of computerized data files monitoring construction and rehabilitation projects;
4. Assist in the preparation of Request for Proposals and contracts related to construction projects;
5. Assist in establishing and formalizing Standard Operating Procedures for contract administration;
6. Perform other related administrative duties/functions needed to ensure the effective and efficient operation of the department;
7. Prepare and present reports on Construction activities, accomplishments, and problems on a monthly basis to the Development Manager;
8. Manage an overall schedule of projects, including periodic reports to all staff of status of projects in planning, design and construction;
9. Insures adherence to all HUD and PAHA rules and regulations;
10. Oversee preparation and issuance of all change orders, periodic payments, and contract closeout processes;
11. Conduct site visits to monitor ongoing construction or maintenance activities;
12. Assist in preparation of all necessary construction management office reports;
13. Performs other duties as assigned

QUALIFICATIONS

Bachelor Degree in Construction Technology, Construction Management or related field from an accredited school plus four (4) years work experience in Indian or Public Housing Assistance, Construction Management, or other public subsidized service work; or equivalent combination of education and experience.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of HUD rules and regulations and familiarity with both public and private housing finance is desirable. Knowledge of building materials, trades, and construction techniques is mandatory. Ability to inspect and evaluate materials or workmanship is essential.

LICENSE/CERTIFICATION REQUIREMENTS

Must have a valid state driver's license and be insurable.

Applications may be requested by contacting David Martinez or Francisco Carr at (505) 552-7528, email request to dmartinez@acomahousing.org, or may be downloaded at https://acomahousing.org/employment/. Application can be mailed to Attn: Finance Manager, PO Box 620, Acoma, New Mexico 87034; fax to (505) 552-9093 or email to dmartinez@acomahousing.org The Pueblo of Acoma is located approximately 55 miles west of Albuquerque.

** Resumes are encouraged but NOT in lieu of a completed application form.*

** The Pueblo of Acoma Housing Authority is an equal opportunity employer; all applications will be considered; Acoma Tribal Member and/or Native American Preference Applies.*

** Pre-Employment drug screening will be required.*