

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**CONSTRUCTION PROJECT MANAGER
COUNTY FACILITIES**

The Ector County Building Maintenance Department is seeking a Construction Project Manager. The Project Manager will be under the supervision of the Building Maintenance Director.

JOB SUMMARY: Responsible for managing planning, procurement, design, and construction of county facility projects. Oversee capital improvements, renovations, and new construction to ensure compliance with scope, schedule, budget, safety, and regulations. Prepares and administers RFPs and contracts, coordinates with contractors, consultants, and county leadership, and ensures transparency in public projects.

PRIMARY DUTIES:

- Develop and monitor project scopes, budgets, schedules, change orders, and procurement documents.
- Prepare, issue, and evaluate RFPs/ITBs, negotiate and recommend contract awards.
- Coordinate and oversee architects, engineers, contractors, and consultants.
- Ensure compliance with codes, ADA, safety, and county/state policies.
- Conduct site inspections, project meetings, and maintain accurate records.
- Provide updates and reports to the county administration and commissioners.
- Manage project closeout, inspections, punch lists, and warranties.

MINIMUM QUALIFICATIONS:

- Bachelor's in construction management, Engineering, Architecture, Public Administration, or equivalent experience.
- Experience in public-sector/county projects and government procurement.
- Knowledge of construction methods, codes, ADA, safety, and contract law.
- Strong communication, leadership, and organizational skills.
- Proficiency in project management and office software.

PREFERRED:

- Experience with public RFP's, capital improvement planning, and grant-funded projects.
- Certifications in PMP, CCM, LEED.

SALARY: Starting \$88,500 DOE with excellent benefits; workdays & hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in the Human Resources Department at Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.