

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

POSITION DESCRIPTION

CLASS TITLE: Director of Operations

CLASSIFICATION: Exempt

DATE: July 1, 2022

GENERAL PURPOSE

Responsible for the inspection, maintenance, and operational readiness of all AMAFCA flood control facilities. Performs professional engineering services, contract administration, and project management for design and construction of AMAFCA flood control facilities. Ensures technical, policy, and procedural compliance with current regulations, construction standards and criteria. The Director of Operations will be required to work at any time as needed during or following a flood emergency. The Director of Operations will be the AMAFCA emergency contact for any emergency operation.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Engineer.

SUPERVISION EXERCISED

Supervises the Maintenance Superintendent, the Stormwater Quality Engineer, Staff Engineer, Engineering Technician and indirectly the Maintenance Crew.

The following statements are intended to describe the general functions and responsibility of this position. They should not be viewed as an exhaustive list of the specific duties, responsibilities, and prerequisites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Keeps Executive Engineer informed of all relevant activities within area of responsibility.
- 2) Primary Responsibility for the proper operation, inspection, maintenance, and safety of all AMAFCA flood control facilities.
 - a) Responsible for inspection of completed projects.
 - b) Responsible for compliance with relevant statutory, regulatory, and contractual requirements concerning operation, maintenance and safety.
 - c) Develops maintenance plans, schedules, and budgets.
 - d) Coordinates AMAFCA operation, maintenance, and inspection activities with other public agencies and private parties.
 - e) Ensures that AMAFCA fulfills obligations to the Corps of Engineers, the Natural Resources Conservation Service, the Middle Rio Grande Conservancy District, the New Mexico Office of the State Engineer, and others with respect to project inspection,

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- operation, and maintenance.
- f) Responsible for AMAFCA's emergency response capability for flood emergencies. Works with Emergency Managers and other agencies during a major storm event or other emergencies.
- 3) Additional Responsibility as an AMAFCA project engineer relating to the construction, operation, inspection, and maintenance of existing flood control facilities.
- a) Responsible for administration of selected contracts for professional engineering, design, and planning services.
 - b) Reviews construction plans and specifications, for both private and public projects, negotiates design contracts, and provides guidance to consultants.
 - c) Coordinates with and advises Executive Engineer, the Director of Administration, the Director of Finance and Procurement, and the Director of Planning and Engineering concerning project planning and scheduling, and the acquisition, management and disposal of right-of-way.
 - d) Develops specifications for the purchase of materials, fleet, and heavy equipment.
 - e) Represents AMAFCA in such circumstances and/or on such committees and public meeting as directed.
 - f) Prepares bid specifications for and makes recommendation for the purchase of maintenance equipment.
 - g) Maintains and updates the AMAFCA Facilities Operations & Maintenance Manuals.
- 4) Supervisory Responsibility
- a) Supervising the day-to-day operations of the Operations Department and staff members.
 - b) Assigns work activities and projects, monitors workflow, and evaluates results of assigned staff.
 - c) Manages training needs for Operations Department staff members.
 - d) Conducts employee performance evaluations, recommends hiring, disciplinary action, and termination, and resolves employee disputes and conflicts.

ADDITIONAL DUTIES:

1. Assist Staff in preparation and maintenance of policies, plans, procedures, practices, manuals, and systems, including but not limited to accounting, contract management, procurement, safety, and personnel.
2. Represent AMAFCA in such circumstances and/or on such committees as directed.
3. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience Desired

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1. Graduation from an ABET–accredited college or university with a degree in civil engineering, construction management, or directly related discipline.
2. Professional Engineer licensed in New Mexico or ability to obtain same within one year of hire.
3. Minimum ten years’ experience as a licensed professional engineer preferably in heavy civil construction, design, contract administration, hydraulics, soil mechanics, drainage, and/or concrete pavements.
4. Master’s degree is highly desirable
5. Supervisory experience is preferred.

Knowledge, Skills and Abilities:

1. Exceptional leadership and time, task, and resource management skills. Must have ability to plan for and keep track of multiple projects and deadlines. Must have ability to handle multiple tasks, adjust and readjust priorities and meet deadlines.
2. Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
3. Ability to self-start, and to work without constant supervision. Ability to simplify complex tasks, identify and solve problems, organize, and maintain diverse concepts and interests.
4. Good verbal and written communication skills, including ability and experience in dealing with other governmental agencies and the public
5. Computer literate, especially MS Office. Experience with geographical information systems desirable.
6. Familiarity with budget planning and enforcement, human resources, and customer service procedures.
7. Must be physically capable of performing field visits to and inspections of flood control facilities, including dams, channels, and underground facilities, natural arroyos, and construction sites
8. Willingness to continue building skills through educational opportunities.
9. Must have a valid New Mexico driver’s license

SPECIAL REQUIREMENTS

Favorable background and credit investigation.

Must pass a pre-employment criminal background check.

Ability to read, write, and speak English and able to follow written and oral instructions.

TOOLS AND EQUIPMENT USED

Personal computer (including accounting, communications, word processing, spreadsheet, data base, GIS, and drafting software), calculator, copier, fax, motor vehicle, phone and mobile radio. Outdoors equipment used may include survey and measuring devices, shovel, geologist's pick.

PHYSICAL DEMANDS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in field settings. Regular inspection trips involving hiking in natural arroyos, inspection of construction sites, inspection of existing dams, channels, and underground storm water facilities, some with steep slopes and precarious footing. Occasional use of ladder to ascend or descend, both above and below ground level. Occasional confined space entry. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls, reach with hands and arms. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, crawl, talk, hear, and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Ability to discern shades, colors, texture, vegetation, soil and geologic features on photographs and natural terrain.

The employee will be required to drive to field sites, walk on rough, sandy and rocky terrain, and make measurements, take photographs, or make notes, all in weather conditions representative of the Albuquerque area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee frequently works in outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

OTHER

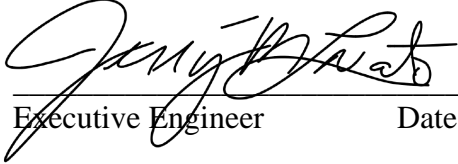
This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as its needs and requirements change.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of specific duties does not exclude them, if the work is similar, related or a logical extension of the position.

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New employees serve an Introductory Period of six (6) months or more, during which time supervisors will have an opportunity to evaluate the employee's ability and general suitability. An employee may be dismissed without cause at any time while in probationary status.

Approved:  December 16, 2022
Executive Engineer Date

Effective Date: July 1, 2022

Revision History:

Created July 1, 2022

Revised November 1, 2022

Revised December 16, 2022