

**ALBUQUERQUE METROPOLITAN ARROYO  
FLOOD CONTROL AUTHORITY**

**JOB DESCRIPTION**

**CLASS TITLE:** Staff Engineer

**CLASSIFICATION:** Exempt

**DATE:** November 2023

**GENERAL PURPOSE**

Performs professional engineering duties in support of assigned areas of responsibility including contract administration, project management, planning, design, construction management, operation, inspection and maintenance of all AMAFCA flood control facilities. The Staff Engineer may be required to work outside of scheduled hours during and following a flood emergency. Assists the Director of Operations (DOO) in the inspection of AMAFCA facilities and emergency response.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Director of Operations.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Support the proper operation, maintenance, and safety of all AMAFCA flood control facilities.
  - a) Assist in the development of maintenance plans and schedules.
  - b) Assists in preparation and tracking of the operations and maintenance budget.
  - c) Prepares bid specs for and makes recommendation for the purchase maintenance equipment.
  - d) Assists with inspection of completed projects in coordination with DOO and project manager.
  - e) Assists with compliance with relevant statutory, regulatory, and contractual requirements concerning operation, maintenance and safety.
    - i) Annual Updates to Operations, Maintenance, and Inspection Manuals
    - ii) Dam Crest Monument Surveys
    - iii) Conduit Inspections
    - iv) Inspections
      - (1) Routine
      - (2) Formal
      - (3) Maintains inspection records.
2. Support emergency response activities
  - a) Participate in inspection of facilities during and after storm events.
  - b) Assist in the implementation of emergency operation plan and response in consultation with DOO and AMAFCA staff.

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3. Assists executive staff with project planning and scheduling; financial planning; preparation of operating and contingency fund.
  - a) Assists with project identification needs.
  - b) Assists with preliminary design and planning services in support of AMAFCA Operations.
  - c) Assists in review and approval of construction plans, specifications, and other submittals as assigned.
4. Represents AMAFCA on committees and in public meeting as directed.
5. Performs other duties as assigned.

**QUALIFICATIONS**

**Education and Experience Desired**

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 for Licensed Salary Level
3. Engineer-in-Training Certification required for Unlicensed Salary Level.
4. Minimum of two years' experience or an equivalent of post-secondary education and/or experience preferably with a focus in heavy civil construction, design, contract administration, hydraulics, soil mechanics, drainage, and concrete pavements. Education can be substituted for experience.

**Necessary Knowledge, Skills, and Abilities:**

1. Must be computer literate. Familiar with hydrology and hydraulics software preferred. Knowledge of governmental planning and approval processes.
2. Must have ability to communicate effectively, orally, and in writing, with employees, developers, consultants, contractors, other governmental agency representatives, governmental officials, and the general public.
3. 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.
4. Must be capable of working independently, exercising initiative and working with others.
5. Must reside in Greater Albuquerque area.
6. Must possess a valid New Mexico driver's license.
7. Must show proof of automobile insurance.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheets, database, and GIS software; motor vehicle, telephone, and mobile radio. Outdoors equipment used may include survey and measuring devices, shovel, geologist's pick.

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**PHYSICAL DEMANDS**

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**

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.

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.

New employees serve an Introductory Period of six (6) months during which time supervisors will have an opportunity to evaluate the employee's ability and general suitability. Introductory period may be extended for an additional six (6) months at the discretion of supervisor. An employee may be dismissed without cause any time while in Introductory Period.