

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY
JOB DESCRIPTION**

CLASS TITLE: Development Review Engineer

CLASSIFICATION: Exempt

DATE: August 30, 2024

GENERAL PURPOSE

Performs professional engineering duties in reviewing and approving grading and drainage plans to ensure technical, policy, and procedural compliance with current regulations and criteria set by AMAFCA and other agencies. Assists the Director of Planning and Engineering in the development, coordination, and implementation of Capital Improvement Projects.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Director of Planning & Engineering.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and approves development plans within AMAFCA's jurisdiction:
 - a. Reviews and approves site development plans, preliminary plats, and final plats through the City of Albuquerque and Bernalillo County development processes, coordinating with City and County staff.
 - b. Reviews submittals and coordinates comments with various City and County development entities, including the Development Hearing Officer (DHO), Development Facilitation Team (DFT), Design Review Committee (DRC), Environmental Planning Commission (EPC), County Planning Commission (CPC), and County Development Review Authority (CDRA).

- Coordinates with AMAFCA staff regarding development impacts on AMAFCA facilities, projects, or plans, and final plats.
- c. Meets with City and County staff, developers, private citizens, and others to establish AMAFCA interests, needs, requirements, and limitations during preliminary and final design meetings.
 - d. Secures necessary drainage easements. Issues encroachment permits, and necessary licenses in coordination with Real Estate Manager. Prepares turnkey agreements with developers and other agencies.
 - e. Inspects construction of development projects within AMAFCA's easements and rights-of-way.
2. Manages planning, design, and construction projects as assigned, including preparing design agreements, contract documents, and request for proposals, ensuring contract compliance and tracking budgets.
 3. Organizes and maintains drainage and project files.
 4. Assists in the coordination, development, and implementation of AMAFCA's Capital Improvement Program.
 5. Assists the Drainage Engineer in the implementation of Drainage Management Planning as adopted by the AMAFCA Board of Directors.
 6. Conducts research to resolve inquiries and complaints from the public, developers, real estate agents, engineers and other agencies.
 7. Stands-in for and supports the Director of Planning and Engineering, the Drainage Engineer, or the Development Review Engineer in their absence.
 8. Assists the Executive Engineer/Director, the Director of Planning and Engineering, and other staff as required.
 9. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Required:

1. Bachelor's degree from an ABET-accredited college or university in civil

engineering, construction management, or a directly related discipline.

2. Engineer-in-Training (EIT) Certification required for the Unlicensed Salary Level.
3. Minimum of four years of experience or an equivalent combination of post-secondary education and experience, preferably with a focus in water resource engineering, hydrology, hydraulics, and/or stormwater management.

Desired:

1. Professional Engineer (PE) licensed in New Mexico for the Licensed Salary Level.
2. Certification as a Certified Floodplain Manager (CFM).

Necessary Knowledge, Skills, and Abilities:

1. Strong time, task, and resource management skills with the ability to handle multiple projects, adjust priorities, and meet deadlines.
2. Excellent problem-solving, critical thinking, coaching, interpersonal, and communication skills, both verbal and written.
3. Ability to work independently, simplify complex tasks, identify and solve problems, and organize diverse concepts and interests.
4. Proficiency in conducting engineering research, compiling data, and presenting comprehensive reports.
5. Experience in collaborating with other governmental agencies and the public.
6. Proficiency in MS Office, hydrology, and hydraulics software. Experience with CAD drafting software and geographical information systems (GIS) is desirable.
7. Knowledge of civil engineering principles, practices, and methods applicable in a governmental setting, including relevant drainage policies, laws, and regulations.
8. Familiarity with governmental planning and approval processes.
9. Familiarity with budget planning and customer service procedures.
10. Physical ability to conduct field visits under various conditions.
11. Commitment to ongoing professional development.

12. Valid New Mexico driver's license.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheets, databases, hydrologic and hydraulic modeling software; motor vehicle, telephone, mobile radio; outdoor equipment used may include survey and measuring devices, shovel, and geologist's pick.

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.

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to detect when visitors enter the building, converse on the telephone and two-way radio, and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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 occasionally 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 specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment contract and is subject to change based on the needs of the employer and the requirements of the position.

New employees will undergo an introductory period of 180 days, during which the supervisor will evaluate performance and overall suitability. This period may be extended at the supervisor's discretion. Employment during the introductory period is at-will, and an employee may be terminated without cause at any time.

ACKNOWLEDGEMENT

I have read and understand the duties, responsibilities, and physical demands required for this position.

By signing below, I acknowledge my understanding and acceptance of the responsibilities outlined in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____