

**ALBUQUERQUE METROPOLITAN ARROYO  
FLOOD CONTROL AUTHORITY**

**JOB DESCRIPTION**

**CLASS TITLE:** Drainage Engineer

**CLASSIFICATION:** Exempt

**DATE:** July 27, 2023

**GENERAL PURPOSE**

Performs professional engineering and contract administration work in the analysis and review of drainage, hydrology, hydraulics, and sediment transport and erosion for drainage, flood control, and storm water quality planning for the Greater Albuquerque area; implements major drainage plans, including design, construction, and regulation; manages engineering studies, design projects, and/or construction projects. Assists the Director of Planning and Engineering in the development and coordination of Capital Improvement Plans.

**SUPERVISION RECEIVED**

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

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. General staff level responsibility for long-range planning, studies, and policy matters, including administration and management of contracts for drainage management plans, design of flood control projects, management of storm water quality projects, and programs and construction contracts.
2. Prepares requests for proposals, scopes of services, serves on selection advisory committees, writes agreements and negotiates study and design contracts.
3. Reviews construction plans & specifications and provides guidance to consultants.
4. Responsible for managing AMAFCA contract construction projects as assigned.
5. Inspects completed projects and monitors facility operation during storms.
6. Maintains regular contact with consulting engineers, private developers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding AMAFCA activities and services.
7. Responds to public and other inquiries relative to flood control and drainage policy, plans, and procedures in the greater Albuquerque area.
8. May represent AMAFCA at meetings and public hearings affecting drainage issues.

9. Stands-in for and supports the Director of Planning and Engineering, the Development Review Engineer, or the Project Engineer in their absence.
10. Assists the Executive Engineer, the Director of Planning and Engineering, and other staff as required.
11. 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 four years' experience or an equivalent of post-secondary education and/or experience preferably with a focus in water resource engineering, hydrology, hydraulics, and/or stormwater management.
5. Certification as a Certified Floodplain Manager preferred.

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

1. Exceptional 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. Ability to conduct necessary engineering research, compile and present comprehensive reports.
5. Good verbal and written communication skills, including ability and experience in dealing with other governmental agencies and the public.
6. Computer literate, and familiar with MS Office, hydrology and hydraulics software. Experience with CAD drafting software and geographical information systems desirable.
7. Knowledge of civil engineering principles, practices, and methods as applicable in a governmental setting. Knowledge of applicable drainage policies, laws, and regulations affecting AMAFCA activities.
8. Familiarity with governmental planning and approval processes.
9. Familiarity with budget planning and customer service procedures.
10. Must be physically capable of moving about on field trips and under adverse field conditions.
11. Willingness to continue building skills through educational opportunities.
12. Must have a valid New Mexico driver's license
13. Must show proof of automobile insurance.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheets, data base, hydrology and hydraulic modeling software, including AHYMO software, motor vehicle, phone, mobile radio. Outdoors equipment used may include survey and measuring devices, shovel, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision for working with data and computers.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, and talk. Sufficient hearing ability is needed to detect when visitors enter the building, to converse on the telephone and two-way radio, and converse in meetings and interpersonal dialogue.

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

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required of this position.

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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

New employees serve an Introductory Period of one year 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 6 months at the discretion of supervisor. An employee may be dismissed without cause at any time while in the Introductory Period.

Approval:  \_\_\_\_\_

7/27/2023  
Date