

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

CLASS TITLE: Staff Engineer

CLASSIFICATION: Exempt

DATE: September 19, 2024

GENERAL PURPOSE

Performs professional engineering duties in support of contract administration, project management, planning, design, construction management, operation, inspection and maintenance of AMAFCA flood control facilities. 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 activities.

SUPERVISION RECEIVED

Works under the general direction of the Director of Operations.

SUPERVISION EXERCISED

May supervise and provide direction to interns or other assigned staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the operation, maintenance, and safety of AMAFCA flood control facilities.
 - a. Assist in the developing maintenance plans and schedules.
 - b. Assist in preparing and tracking the operations and maintenance budget.
 - c. Prepare bid specifications and recommend equipment purchases.
 - d. Inspecting completed projects in coordination with DOO and project manager.
 - e. Ensure compliance with statutory, regulatory, and contractual requirements, including:
 - i. Annual updates to Operations, Maintenance, and Inspection Manuals
 - ii. Dam Crest Monument Surveys
 - iii. Conduit inspections

- iv. Routine and formal inspections
 - v. Maintain accurate inspection records
- 2. Support emergency response activities
 - a. Participate in facility inspections during and after storm events.
 - b. Assist in the implementing emergency operation plans in coordination with DOO and AMAFCA staff.
- 3. Assists executive staff with project planning, scheduling, and financial planning.
 - a. Assists with identifying project needs.
 - b. Provide preliminary design and planning support for AMAFCA operations.
 - c. Review and approve construction plans, specifications, and other submittals as assigned.
- 4. Represents AMAFCA on committees and in public meeting as directed.
- 5. Perform 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 directly related discipline.
2. Engineer-in-Training (EIT) certification required for Unlicensed Salary Level.
3. A minimum of four years of experience or an equivalent combination of post-secondary education and experience, preferably with a focus in heavy civil construction, design, contract administration, hydraulics, soil mechanics, drainage, and concrete pavements.

Desired:

1. Professional Engineer (PE) licensed in New Mexico for Licensed Salary Level

Necessary Knowledge, Skills, and Abilities:

1. Proficiency in computer software, including hydrology and hydraulics software. Familiarity with governmental planning and approval processes is preferred.
2. Strong communication skills, both verbal and written, to effectively interact with employees, developers, consultants, contractors, governmental officials, and the public.

3. Ability to perform field inspections of flood control facilities, under varying environmental conditions.
4. Capability to work independently, exercising initiative, and collaborate with others.
5. Must reside in Greater Albuquerque area.
6. Possession of a valid New Mexico driver's license.

TOOLS AND EQUIPMENT USED

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

PHYSICAL DEMANDS

The physical demands listed below are representative of those that must be met to successfully perform the essential functions of this position.

Work is primarily performed in the field, requiring regular inspection trips, including hiking in natural arroyos, and inspecting construction sites, dams, channels, and underground stormwater facilities with steep slopes and uneven footing. Occasional use of ladders to access confined spaces above and below ground level may be required.

The employee must be able to stand, walk, use hands to operate objects, tools, or controls, reach with arms, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. Regular use of hand-eye coordination to operate computers and various pieces of office equipment.

Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must also be able to discern terrain, vegetation, and soil features, as well as operate in varying weather conditions representative of the Albuquerque area.

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

WORK ENVIRONMENT

The work environment characteristics are representative of those encountered while performing the

essential functions of this job. The employee frequently works in outdoor weather conditions, with noise levels ranging from quiet to moderate.

OTHER

The duties listed are illustrative examples of the various types of work performed. The omission of specific duties does not exclude them if the work is similar or a logical assignment to the position.

This job description does not constitute an employment agreement and may be modified at any time based on the needs of AMAFCA.

New employees will serve an introductory period of six (6) months, during which supervisors will evaluate performance and suitability. The introductory period may be extended for an additional six (6) months at the supervisor's discretion. Employment during this period is at-will, and the employee may be dismissed without cause. Period.

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: _____