

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Engineering Technician

FLSA CLASSIFICATION: Non-Exempt

SAFETY SENSITIVE: Yes

DATE: June 28, 2025

GENERAL PURPOSE

Performs a variety of technical functions, involving planning, construction management and oversight of projects. Coordinates repair and maintenance of AMAFCA's flood control facilities and equipment.

SUPERVISION RECEIVED

Works under the direction and supervision of the Director of Operations.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Supports project management staff with engineering and construction efforts.
2. Assists with project development and completion including but not limited to inspection, preliminary design estimates, final walkthrough, and other construction and engineering items.
3. Collects stormwater quality information from AMAFCA deployed instruments in the field including but not be limited to:
 - a. Autosamplers
 - b. Telemetry Equipment
 - c. Water quality sondes
4. Inspect, repair and maintain deployed instruments in the field including but not limited to:
 - Autosamplers, tubing, and flow detectors:
 - a. Autosamplers, tubing, and flow detectors
 - b. Pressure Transducers
 - c. Cellular water alarms
 - d. Solar panels and charge controllers
 - e. Water quality sondes and associated telemetry
 - f. Booster pumps
5. Installs new stormwater quality instruments or samplers in the field as directed by management.
6. Collects stormwater or soil samples for monitoring of applicable analytes at designated sample locations or grab samples before or after storm events.

7. Helps compile, organize, and maintain documentation in support of Operations and Maintenance.
8. Compiles work orders and daily report data for analysis. Help with work orders and daily report training.
9. Handles additional responsibilities related to contract management for the operations division, including assisting with contract preparation and monitoring.
10. Manages the Mechanical and Physical Trash Contracts, including procurement, tasking work, managing the budget and invoicing.
11. Coordinates and supports inter-agency inspections. Responsible for conduit inspections, monument surveys, scheduling, verifying and documenting repairs.
12. Responsible for the overall fleet evaluation through data analysis to determine purchasing and procurement of vehicles and equipment and monitoring the record keeping of the fleet.
13. Manages the fleet Global Positioning System (GPS) contract including procurement, managing the budget and invoicing.
14. Supports budget management tasks, including tracking expenses, assisting with budget planning, and reviewing financial reports.
15. Completes tasks related to the preparation and maintenance of project documentation, including data analysis and reporting for stormwater quality programs.
16. Contributes to continuous improvement initiatives in the department
17. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Associate's degree in business or construction related field required.
2. Two years' experience specifically in general construction.

Education and Experience Preferred

1. Experience with Microsoft Office Suite
2. Construction estimating experience
3. Experience working with heavy equipment

Necessary Knowledge, Skills, and Abilities:

1. Skilled at performing analysis and mathematical functions with ability to use industry tools.
2. Knowledge of Microsoft Office, including Excel spreadsheets.
3. Ability to communicate in verbal and written format, including but not limited to communicating with clients.
4. Capable of working independently, exercising initiative, and working with others

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background and criminal check, medical examination, and limited drug screening.
2. Must possess and maintain a valid New Mexico driver's license without restrictions (restriction B excluded) or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheets, database, and graphics, including plotters and printers, calculator, cell phone, copier, motor vehicle, digital camera. Outdoor equipment may include shovel, pick, rakes, samplers, GPS measuring devices, and ladders.

PHYSICAL DEMANDS

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

Work is performed in both an office setting and in the field. Inspection trips involve hiking in natural arroyos, inspection of construction sites, inspection of existing dams, channels, and underground stormwater facilities, some with steep slopes and precarious footing. Occasional use of ladders is required to ascend or descend, both above and below ground level. Occasional confined space entry is needed. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

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, reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk, and hear.

The employee must occasionally lift and/or move up to 90 pounds with assistance. 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, in all 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and in outside weather conditions.

The noise level in the work environment is usually 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.

This is a non-exempt position under the Fair Labor Standards Act (FLSA).

Effective Date:

Revision History:

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

Print Employee Name

Employee Signature

Date