

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Operations Manager

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: Yes

DATE: August 13, 2025

GENERAL PURPOSE

Performs professional duties in support of contract administration, project management, planning, design, construction management, operation, inspection and maintenance of AMAFCA flood control facilities. Responsible for managing the operation, inspection, and maintenance of AMAFCA flood control facilities. Supports field operations, emergency response, safety initiatives, and operational planning. Provides oversight and coordination of projects and contractors related to operations and maintenance. May be required to work outside of scheduled hours during and following flood emergencies. Assists the Director of Operations in the inspection of AMAFCA facilities and emergency response activities.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

As assigned, may exercise general supervision.

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 the operation, maintenance, and safety of AMAFCA flood control facilities.
 - a. Assists in developing operations plans and maintenance schedules.
 - b. Assists in preparing and tracking the operations and maintenance budget.
 - c. Prepares bid specifications and recommend equipment purchases.
 - d. Inspects completed projects in coordination with the Director of Operations and project manager.
 - e. Ensures 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. Manages the purchase, disposal, and tracking of capital assets and inventory for the Operations and Maintenance Department to include fleet, heavy equipment and material purchases.
3. Handles all reporting, tracking, and documenting of inventory and capital assets, as well as ensure proper insurance, license, and registration, when applicable.
4. Coordinates maintenance and repair contracts.
5. Responsible for oversight of routine paperwork.
6. Responsible for ensuring proper invoice processing and approval for area of responsibility.
7. Assists in the development of the annual budget for the area of responsibility, monitors the adopted budget; and prepares period reports on budget matters when required. Monitors operations-related expenditures to ensure that the operations budget is not overspent.
8. Analyzes and implements methods and materials for maintenance of equipment and machinery; Develops schedule and budget for future actions for repairs of substantial nature and long-term needs of heavy equipment.
9. Develop and administer contracts for fleet operations. Prepare reports on fleet activity.
10. Assists with field inspections and monitoring maintenance scheduling for arroyos, easements and dams, including water quality projects.
11. Implement flood prevention measures and monitors flood conditions.
12. Must be available for onsite emergency work. Must be available for the coordination of personnel and resources for the performance of emergency work,
13. Supports emergency response activities.
 - a. Participates in facility inspections during and after storm events.
 - b. Assists in implementing emergency operation plans in coordination with the Director of Operations and AMAFCA staff.
 - c. Directs the operations of the field crew in the absence of the Field Superintendent during emergencies.
14. Assists executive staff with project planning, scheduling, and financial planning.
 - a. Assists with identifying project needs.
 - b. Provides preliminary design and planning support for AMAFCA operations.
15. Project Manager for the annual physical and mechanical trash and debris removal contracts.
16. Represents AMAFCA on committees and in public meetings as directed.
17. May lead special projects including assigning daily work of other personnel or contractors working on projects.
18. As assigned, supervises staff, hires employees, assigns work activities and job responsibilities of assigned staff, approves schedule and time off, monitors workflow, evaluates results, provides feedback, including, but not limited to, conducting performance evaluations and administration of discipline and terminations.
19. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Bachelor's degree from an accredited college or university with a degree in construction management, public administration, operations management, or a closely related field or a minimum of four (4) years of experience or an equivalent combination of post-secondary education and experience, with progressively responsible experience in public works operations, flood control facility maintenance, or construction management.

2. One (1) year experience working on government contracts and following governmental procurement codes.

Education and Experience Preferred

1. Experience with governmental planning and approval processes.
2. Experience with budget planning and customer service procedures.
3. Possess and maintain a valid New Mexico Class A Commercial Driver's License (CDL) with a Tanker and Hazmat endorsement. The license must be unrestricted, except for corrective lenses (Restriction B).
4. Experience with CDL, Heavy Equipment, and Fleet Management.

Necessary Knowledge, Skills, and Abilities:

1. Proficiency in computer software.
2. Strong communication skills, both verbal and written, to effectively interact with employees, 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, exercises initiative, and collaborate with others.

SPECIAL REQUIREMENTS

1. Must be available to report onsite during emergencies
2. Must pass a pre-employment background and criminal check, medical examination, and limited drug screening.
3. Must possess and maintain a valid New Mexico driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheets, database, GIS software, motor vehicle, telephone, camera, radio. Outdoor equipment used may include survey and measuring devices, shovel, geologist's pick, 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 primarily performed in the office with a significant field component, requiring regular inspection trips in all weather conditions representative of the Albuquerque area will be required to field sites and may involve standing, walking, and hiking on rough, sandy, and rocky terrain such as in natural arroyos, to perform inspections, including taking measurements and taking photos of construction sites, existing dams, channels, and underground storm water facilities, some with steep slopes and precarious footing. Occasional use of ladders to ascend or descend, both above and below ground level may be required. Sense of balance required. Occasional confined space entry may be needed, requiring stooping, kneeling, crouching, or crawling. The position requires the ability to smell gas.

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 is also required. Good hand-and-eye coordination is required for working with data, computers, and various pieces of office equipment requiring the individual to use their hands to finger, handle, feel or operate objects, tools, or controls, and to reach with hands and arms. Must be able to communicate with others while off-site and in person.

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

Must be physically capable of driving to field sites and moving about for on-site visits under adverse field conditions.

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 regularly works in outside-weather conditions.

The noise level in the work environment is usually quiet to 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 an 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