

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

**CLASSIFICATION TITLE:** Project Engineer

**FLSA CLASSIFICATION:** Exempt

**SAFETY SENSITIVE:** Yes

**DATE:** June 28, 2025

**GENERAL PURPOSE**

Performs professional engineering and contract administration work as a project manager in support of the AMAFCA Capital Improvement Plan; 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; and implements major drainage plans, including design, construction, and regulation. Assists the Director of Planning and Engineering in the development and coordination of Capital Improvement Plans.

**SUPERVISION RECEIVED**

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

**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. 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. Manages AMAFCA construction projects as assigned.
5. Inspects completed projects and may be requested to monitor 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 public regarding AMAFCA activities and services.
7. May act as the AMAFCA point of contact for other agency capital improvement projects including providing review of design submittals and coordination through construction.
8. May represent AMAFCA at meetings and public hearings affecting drainage issues.
9. Acts as back-up and supports the Director of Planning and Engineering, the Drainage Engineer, or the Development Review Engineer in their absence.
10. Assists the Executive Director, the Director of Planning and Engineering, and other staff as

required.

11. May lead projects including assigning daily work of junior engineers working on projects.
12. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience Required**

1. Graduation from an ABET-accredited college or university with a degree in civil engineering, construction management, or directly related discipline.
2. Licensed Salary Level
  - a. Must possess a Professional Engineer license in New Mexico or be able to obtain reciprocity within six (6) months of date of employment. Must maintain license.
3. Unlicensed Salary Level
  - a. Must possess an Engineer-in-Training Certification or have the ability to obtain one within six (6) months of date of employment. Must maintain license.

### **Education and Experience Preferred**

1. Minimum of four (4) years' experience or an equivalent of post-secondary education and/or experience
2. Experience with governmental planning and approval processes.
3. Experience with budget planning and customer service procedures.

### **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. Ability to physically move about on field trips and under adverse field conditions.
9. Ability to continue building skills through educational opportunities.

### **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**

Computers, including accounting, communications, word processing, spreadsheet, databases, GIS, hydrologic modeling, hydraulic modeling, and drafting software, calculator, copier, motor vehicle, phone and radio. Outdoor equipment used may include survey and measuring devices, shovel, ladder, and geologist's pick.

## **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 mostly in office settings. 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.

## **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: August 15, 2023

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.

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Print Employee Name

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Employee Signature

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Date