

**ALBUQUERQUE METROPOLITAN ARROYO  
FLOOD CONTROL AUTHORITY**

**JOB DESCRIPTION**

**CLASSIFICATION TITLE:** Staff Engineer

**FLSA CLASSIFICATION:** Exempt

**SAFETY SENSITIVE:** Yes

**DATE:** April 3, 2025

**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 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 maintenance plans and 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 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. Supports emergency response activities
  - a. Participates in facility inspections during and after storm events.
  - b. Assists in implementing emergency operation plans in coordination with Director of Operations and AMAFCA staff.
3. 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.
  - c. Reviews and approves construction plans, specifications, and other submittals as assigned.
4. Represents AMAFCA on committees and in public meetings as directed.
5. May lead projects including assigning daily work of junior engineers working on projects.
6. 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. A minimum of four (4) 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.
2. Experience with governmental planning and approval processes is preferred.
3. Experience with budget planning and customer service procedures.

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

1. Proficiency in computer software, including hydrology and hydraulics software.
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, exercises initiative, and collaborates 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 test.
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in the field, 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 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 accommodations 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**

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.

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