

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Executive Engineer

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: No

DATE: April 8, 2026

GENERAL PURPOSE

The Executive Engineer serves as the Chief Executive Officer of the organization and is responsible for the overall leadership, administration, and management of all agency functions. Reporting directly to the Board of Directors, this position provides strategic direction and ensures the effective delivery of flood control services, capital improvement programs, and organizational operations.

The Executive Engineer integrates engineering expertise with executive leadership to guide policy implementation, protect public safety, and ensure the efficient use of public resources across the Albuquerque metropolitan area.

SUPERVISION RECEIVED

Reports directly to the AMAFCA Board of Directors and operates under their general guidance, policy direction, and strategic priorities.

SUPERVISION EXERCISED

Provides direct supervision to executive-level staff; exercises overall authority for organizational management, operational performance, and strategic execution across the agency.

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. Serve as Chief Executive Officer, reporting to the Board of Directors; implement Board policies, provide strategic, operational, and policy recommendations, and keep the Board informed of significant issues, developments, and organizational activities.
2. Oversee budgets, reports, and program updates; ensure transparency, accountability, and compliance with public sector requirements.
3. Direct and oversee all organizational functions through executive staff, including Administration, Finance & Procurement, Planning & Engineering, and Operations & Maintenance.
4. Establish organizational goals, performance measures, and priorities; ensure coordination, effective internal controls, and administrative procedures.

5. Lead long-term strategic planning and oversee development and execution of the Capital Improvement Program (CIP), ensuring alignment of engineering, financial, and operational strategies and prioritization based on risk and funding.
6. Ensure effective operation and maintenance of flood control infrastructure; provide leadership during storm events, emergencies, and disaster response; coordinate with local, state, and federal agencies.
7. Direct preparation and administration of the annual budget; ensure fiscal stewardship, oversee procurement and contracts, and monitor financial performance.
8. Ensure compliance with applicable laws, regulations, organizational policies, and Board-adopted resolutions; oversee environmental and floodplain requirements and manage organizational risk related to infrastructure, safety, and liability.
9. Provide leadership and evaluation of executive staff; promote a culture of accountability, collaboration, and continuous improvement; support workforce development and succession planning.
10. Serve as the primary organizational representative with elected officials, partner agencies, the media, and the public; build relationships, manage communications and public messaging, and clearly convey complex policy, operational, and technical matters.
11. Provide executive leadership during emergencies, storm events, or critical infrastructure incidents; coordinate organizational response, allocate resources, and serve as the primary liaison with emergency management agencies, elected officials, and the public.
12. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Bachelor's degree in Civil Engineering or a closely related field.
2. Licensed Professional Engineer (PE) in the State of New Mexico, or ability to obtain within six (6) months of hire.
3. Twelve (12) years of progressively responsible experience in engineering, public sector administration, public works, infrastructure-related management, public safety, or flood control, including project/program management, budget oversight, and organizational leadership.
4. Five (5) years of senior leadership experience, including supervision of professional staff and oversight of multiple functional areas.

Education and Experience Preferred

1. Experience reporting to a governing board or elected officials.
2. Master's degree in Engineering, Public Administration, Business Administration, or a related field.
3. Extensive experience in flood control, stormwater management, municipal infrastructure management, or water resources in arid or semi-arid regions.

Necessary Knowledge, Skills, and Abilities:

1. Comprehensive knowledge of civil engineering, hydrology, and flood control systems.
2. Strong executive leadership and organizational management skills, including ability to oversee multiple functional areas and executive staff.

3. Knowledge of public sector governance, municipal operations, budgeting, and procurement processes.
4. Ability to translate complex operational, financial, and policy information into clear recommendations for the Board and stakeholders.
5. Ability to translate technical information into policy-level recommendations.
6. Strong communication, negotiation, and stakeholder engagement skills.
7. Ability to lead a small organization with both strategic vision and hands-on involvement..
8. Understanding of flood control, stormwater management, and municipal infrastructure operations.

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background, criminal check, credit check, and limited drug screening.
2. 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 accounting, communications, word processing, spreadsheet, database, GIS, hydrologic and hydraulic modeling, and drafting software), calculator, copier, motor vehicle, phone, and radio. Outdoor equipment may include survey and 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 primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to converse on the telephone and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material from floor level up to six feet above the floor.

Occasionally, the employee will be required to drive to field sites, walk on rough, sandy, and rocky terrain in all weather conditions representative of the Albuquerque area. The person in this position must be physically capable of moving about on field trips and 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate to quiet.

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