

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Development Review Engineer

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: Yes

DATE: June 28, 2025

GENERAL PURPOSE

Performs professional engineering duties in the review and approval of grading and drainage plans. Ensures technical, policy and procedural compliance of current policy, regulation, and criteria promulgated by AMAFCA and other agencies. Assists the Director of Planning and Engineering in the development, coordination and implementation of Capital Improvement projects.

SUPERVISION RECEIVED

Works under the 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. Reviews and approves development plans within AMAFCA's jurisdiction:
 - a. Reviews and approves site development plans, preliminary plats, and final plats through City of Albuquerque and Bernalillo County development process, including coordination with City and County staff.
 - b. Reviews submittals and coordinates comments with City Development Hearing Officer, City Development Facilitation Team, City Design Review Committee (DRC), City Environmental Planning Commission (EPC), County Planning Commission (CPC), County Public Works, and County Development Review Authority (CDRA). Coordinates with AMAFCA staff regarding development impacts on AMAFCA facilities, projects, or plans, and final plats.
 - c. Meets with City and County staff, developers and with private citizens to establish AMAFCA interests, needs, requirements, and limitations during preliminary and final design meetings.
 - d. Secures necessary drainage easements. Issues encroachment permits and necessary licenses in coordination with Real Estate Manager. Prepares turnkey agreements with developers and other agencies.
 - e. Inspects construction of development projects within AMAFCA's easements and rights-of-way.

2. Management of planning, design, and construction projects as assigned, including preparation of design agreements, contract documents, and request for proposals. Project Management will also include assurance of contract compliance and budget tracking.
3. Organizes and maintains drainage and project files.
4. Assists in coordination, development, and implementation of AMAFCA's Capital Improvement Program.
5. Assists the Drainage Engineer in the implementation of Drainage Management Planning as adopted by the AMAFCA Board of Directors.
6. Conducts research to resolve inquiries and complaints from the public, developers, real estate agents, engineers and other agencies.
7. Stands-in for and supports the Director of Planning and Engineering, the Drainage Engineer, or the Project Engineer in their absence.
8. Assists the Executive Director, the Director of Planning and Engineering, and other staff as required.
9. May lead projects including assigning daily work of junior engineers working on projects.
10. 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.
11. 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. Certification as a Certified Floodplain Manager preferred.
2. Minimum of four (4) years' experience or an equivalent of post-secondary education and/or experience preferably with a focus in water resource engineering, hydrology, hydraulics, and/or stormwater management.
3. Experience with governmental planning and approval processes.
4. 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 word processing, spreadsheets, databases, hydrologic and hydraulic modeling software, motor vehicle, telephone, 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 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.

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 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: 2/11/25

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