

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Director of Planning and Engineering

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: Yes

DATE: June 28, 2025

GENERAL PURPOSE

The Director of Planning and Engineering, plans and directs the planning, regulatory, and design/construction of new drainage infrastructure. This includes managing projects and providing engineering services to comply with and enforce Federal State, regulations, procedures, and policies. Performs and oversees professional engineering and contract administration work in 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. Identifies and implements major drainage and facility plans and provides the technical support needed to enforce said plans, ensuring compliance by AMAFCA and associated entities. Development and coordination of Capital Improvement Plans, Grant Funding, Capital Outlay and Federal Funding with the guidance of the Executive Director.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Director.

SUPERVISION EXERCISED

Provides supervision for the Planning and Engineering Section.

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. Responsible for the Capital Improvement Plan. Responsibility, either individually or in a supervisory role, includes:
 - a. Planning, coordination, development, design, and construction of new capital improvement projects of AMAFCA facilities or in partnership at other agencies' facilities.
 - b. Oversee the Project Management of AMAFCA projects as assigned, including but not limited to, supervising and reviewing the planning, scheduling, budgeting, design, and construction of capital projects;
 - c. Oversee the development of contracts;
 - d. Provide project guidance to consultants;
 - e. Ensure project compliance with regulatory standards and requirements; and
 - f. Review and approve construction bid packages prior to advertisement and finalization.

2. Oversee the expenditure of AMAFCA Bond Funding on the Capital Improvement Plan. Responsibility includes oversight and management of Obligation Tracking.
3. Responsible for AMAFCA Contract Administration relating to design or construction. Responsibility, either individually or in a supervisory role, includes oversight of:
 - a. Engineering Services On-Call contracts
 - b. Surveys Services of On-Call contracts
 - c. Geotechnical Services On-Call contracts
 - d. Bidability Services On-Call contracts
 - e. Project specific professional engineering, design, and planning service contracts;
 - f. Construction contracts.
4. Responsible for AMAFCA's role in development review, Responsibility, either individually or in supervisory role, including coordination and management of development that results in an AMAFCA Turnkey Agreement. This process includes development review, design, and construction of Board approved Turnkey Projects.
5. Oversee the coordination of development review activities and processes with Bernalillo County and the City of Albuquerque.
6. Ensures compliance with associated regulatory requirements in areas of responsibility and assists with compliance reporting to various entities (EPA, OSHA, FEMA, FAA, NMOSDSB, COA, NMED, BernCo, DoD, DoE, and NMDHSEM etc.).
7. Works with Leadership Team in creation of Board agenda and presents before the Board in areas of responsibility.
8. Works with Leadership Team in preparing annual budgets; responsible for regular compliance monitoring of expenditures and revenues in relation to area of oversight; and assists in preparation of budget amendments if needed.
9. Develops or implements policies, standards, or procedures for engineering and technical work.
10. Maintains regular contact with consulting engineers, private developers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding AMAFCA activities and services. Responds to the public and other inquiries relative to flood control and drainage policy, plans, and procedures in the greater Albuquerque area.
11. Maintains proficiency and competency by keeping abreast of changes and developments related to public works and updates Leadership Team.
12. Supervises the day-to-day operations of the section and 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.
13. Oversees organizational development activities to include trainings for area of responsibility.
14. Responsible for official office records and for maintaining destruction schedule for area of responsibility.
15. Oversight of library content.
16. 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. Professional Engineer (PE) licensed in New Mexico or if currently licensed in another state, must have the ability to obtain New Mexico licensure prior to the conclusion of the introductory period.
3. Minimum of ten (10) years' experience as licensed professional engineer with a focus in water resource engineering, hydrology, hydraulics, and/or stormwater management.
4. Two (2) years' supervisory experience required.

Education and Experience Preferred

1. Certification as a Certified Floodplain Manager.
2. Some public administration experience.
3. A master's degree.
4. Experience working with Boards and political officials.
5. Experience managing and administering contracts.

Necessary Knowledge, Skills, and Abilities:

1. Exceptional leadership skills:
 - a. Communication skills
 - b. Decision-making skills
 - c. Problem solving skills
 - d. Delegation and accountability skills
 - e. Adaptability
 - f. Conflict Resolution skills
 - g. Integrity
 - h. Team building skills
 - i. Coaching and mentoring skills
 - j. Time management skills
2. Ability to conduct necessary engineering research, compile, and present comprehensive reports.
3. Computer literate. Competent with:
 - a. MS Office,
 - b. Various hydrologic modeling software (e.g. HEC-HMS, TR55, SWMM),
 - c. Various hydraulic modeling software (e.g. HEC-RAS, SWMM, Hydraulic Toolbox, HY8)
 - d. ArcGIS and associated ESRI products.
 - e. AutoCAD and associated Autodesk products.
4. Thorough knowledge of civil engineering principles, practices, and methods as applicable in a governmental setting. Considerable knowledge of applicable drainage policies, laws, and regulations affecting AMAFCA activities.
5. Familiarity with governmental planning and approval processes.
6. Familiarity with budget planning and enforcement, managing employees, and customer service procedures.
7. Ability to continue building skills through educational opportunities.

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background and criminal check, medical examination, 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, data base, GIS, hydrologic modeling, hydraulic modeling, and drafting software), calculator, copier, motor vehicle, phone and radio. Outdoors 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 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