

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: Drainage Engineer

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: Yes

DATE: June 28, 2025

GENERAL PURPOSE

Performs professional engineering and contract administration work involving the analysis and review of drainage, hydrology, hydraulics, sediment transport, and erosion for drainage, flood control, and stormwater quality planning for the Greater Albuquerque area. This role implements major drainage plans, including design, construction, and regulation, and manages engineering studies, design projects, and/or construction projects. Additionally, this position assists the Director of Planning and Engineering in the development and coordination of Capital Improvement Plans.

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. Responsible for long-range planning, studies, and policy matters, including the administration and management of contracts for drainage management plans, flood control project designs, stormwater quality projects, and construction contracts.
2. Prepares requests for proposals, defines scopes of services, serves on selection advisory committees, drafts agreements, and negotiates study and design contracts.
3. Reviews construction plans and specifications and provides guidance to consultants.
4. Manages AMAFCA contract construction projects as assigned.
5. Inspects completed projects and monitors facility operations 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. Responds to public and other inquiries related to flood control and drainage policy, plans, and procedures in the Greater Albuquerque area.
8. May represent AMAFCA at meetings and public hearings concerning drainage issues.
9. Acts as a backup and supports the Director of Planning and Engineering, the Development

- Review Engineer, or the Project Engineer in their absence.
10. Assists the Executive Director, the Director of Planning and Engineering, and other staff as required.
 11. Serves as a Lead Engineer, leading projects and providing technical guidance for the Planning and Engineering team/directing junior engineers.
 12. 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.
 13. 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. Minimum of four (4) years of experience, preferably with a focus in water resource engineering, hydrology, hydraulics, and/or stormwater management.
3. Current registration as a Professional Engineer (P.E.) in the State of New Mexico or ability to obtain the same within one (1) year if from out of state.
4. Experience with governmental planning and approval processes.
5. Experience with budget planning and customer service procedures.

Education and Experience Preferred

1. Certification as a Certified Floodplain Manager (CFM).

Necessary Knowledge, Skills, and Abilities:

1. Exceptional time, task, and resource management skills. Ability to plan for and manage multiple projects and deadlines. Handle various tasks, adjust priorities, and meet deadlines.
2. Strong problem solving, critical thinking, coaching, interpersonal, and communication skills, both verbal and written.
3. Ability to self-start, work independently, simplify complex tasks, identify and solve problems, and organize 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. Proficiency in MS Office, hydrology, and hydraulics software. Experience with CAD drafting software and geographical information systems (GIS) is desirable.
7. Knowledge of civil engineering principles, practices, and methods applicable in a governmental setting, and understanding 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.
4. Must maintain Professional Engineer license in New Mexico.

TOOLS AND EQUIPMENT USED

Computer, including word processing, spreadsheets, data base, hydrology and hydraulic modeling software, Power Point, motor vehicle, phone, 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 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:

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