Albuquerque Metropolitan Arroyo Flood Control Authority

# Official Job Description

**Classification Title:** Director, Facilities and Maintenance
**FLSA Designation:** Exempt (Overtime Ineligible)
**Safety Sensitive:** Yes
**Reports to**: Executive Engineer
**Salary Grade:** TBD

## General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by leading and directing AMAFCA's multifaceted field maintenance and operations projects and initiatives designed to maintain and sustain the flood control infrastructure in the Greater Albuquerque area. Oversees, leads, plans and aligns all project management, contract administration, workplace safety compliance, interagency relationships, emergency readiness and response services, and daily maintenance operations.

## Essential Duties and Responsibilities

*The following describes the essential functions and responsibilities of the position and should not be viewed as an exhaustive list of all job requirements.*

1. Provides strategic leadership and direction over AMAFCA's multifaceted field maintenance and operations projects and initiatives; directs the overall operation, inspection, maintenance, safety and readiness of AMAFCA flood control facilities and establishes department priorities, work plans, staffing and resource allocation.
2. Advises the Executive Engineer and Board of Directors regarding maintenance and flood control facility operations activities, compliance requirements, projects, initiatives and plans; presents summaries to the Board showcasing O&M's portfolio of projects and activities.
3. Supervises professional, support and technical staff to include hiring, orienting, training, delegating tasks, providing performance feedback, motivating, disciplining and engaging personnel.
4. Coordinates and forecasts long-range planning of construction projects and maintenance requirements, anticipates the impact of seasonal weather patterns and collaborates and coordinates with AMAFCA engineers to prepare for emerging and upcoming needs.
5. Mentors, trains and coaches employees at all levels of the department to develop a pipeline of highly skilled staff to meet the organization's unique needs; coordinates and oversees training programs focused on workplace safety, compliance and career progression.
6. Oversees project planning and facilitates collaboration between F&M personnel, engineers, and external consultants or contractors; reviews construction project plans, budgets, Requests for Proposals (RFPs), bid selection and the inspection of completed work.

7. Directs fleet administration tasks, including oversight of the acquisition and disposition of assets, preventative maintenance schedules and plans, cost control management, vendor relations, Department of Transportation (DOT) requirements, equipment installation and repair, insurance coverage, registration and licensing.
8. Ensures rapid response to emergencies to protect life and property across the Greater Albuquerque area; deploys personnel to quickly respond to emergencies, storm events and other issues that may threaten the integrity of flood control infrastructure.
9. Oversees compliance to Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), NM Environmental Department (NMED), NM Department of Homeland Security and Emergency Management (NMDHSEM) and other requirements; reviews, compiles and submits reports as required by regulatory bodies.
10. Conducts and/or coordinates field inspections to evaluate the condition, damage, erosion, sediment, vegetation, access, safety, quality, construction impacts and maintenance or repair needs of AMAFCA's flood control infrastructure.
11. Performs other job-related duties as assigned.

**Minimum Qualification Requirements**

Bachelor's degree and eight (8) years of job-related experience, including two (2) years of supervisory experience. A combination of relevant education and experience may be considered.

**Knowledge, Skills and Abilities Required for Success:**

- Knowledge of:
    - Applicable federal, state and local laws, regulations, requirements, principles and practices (e.g., DOT, EPA, OSHA, NMED, NMDHSEM and other regulatory requirements).
    - AMAFCA's policies, functions and responsibilities.
    - AMAFCA's flood control infrastructure, jurisdictional oversight and facility requirements.
    - Project management principles and practices.
- Skilled in:
    - Delivering high-quality customer service to the public.
    - Correct usage, grammar, spelling and punctuation.
    - Analyzing multi-faceted and complex problems, projecting consequences, identifying solutions and implementing recommendations.
    - Collecting and analyzing information, synthesizing findings and presenting recommendations.
    - Explaining technical information to diverse audiences.
    - Working directly with boards and executives to present information about technical projects and plans to inform strategic decision-making.
    - Coordinating effective responses to emergency situations.
    - Inspecting facilities and infrastructure components to identify issues, project needs and plan improvements.
- Ability to:

- Maintain confidentiality of privileged information.
- Communicate effectively in written and oral form.
- Work in a fast-paced environment and meet deadlines.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Uphold and model strong ethics and integrity.
- Foster a collaborative, team-centered environment.
- Anticipate, plan and coordinate a broad range of operational and maintenance requirements across AMAFCA's flood control infrastructure, ensuring compliance with all regulatory requirements.
- Implement, monitor and enforce workplace safety requirements.
- Develop and implement project plans, track deadlines, and facilitate collaboration across stakeholders.
- Lead, direct, supervise, mentor and motivate subordinate staff.
- Represent the organization professionally and effectively to federal, state and local agencies; vendors and contractors; and the public.
- Collaborate with professional engineers to plan and implement construction projects.

**Special Requirements of the Job**

1. Must pass a pre-employment background and criminal check.
2. Must submit to a 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 possess a Commercial Driver's License
5. Experience operating heavy equipment used for earthmoving, excavating, and civil works construction.
6. Familiarity with working in both urban and rural areas.
7. Familiarity with responding to emergencies due to weather, other natural disasters, or at the direction of the Executive Engineer.

**Physical Demands and Working Conditions**

*The following represent the physical demands and working conditions that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is regularly required to use hands to manipulate, handle or grasp objects; talk or hear; and sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; taste or smell; and lift up to 50 pounds. Specific vision abilities required include close, distant, peripheral and color vision, depth perception and the ability to quickly adjust focus.

Work is generally performed in both an office setting with a moderate noise level and outdoors with exposure to natural elements, extreme temperatures, dust, fumes, airborne particles, and

excessive noise. Work frequently occurs near hazardous, moving equipment and machinery and frequently requires the use of protective clothing, equipment, devices and/or materials. Work involves occasional work after hours and/or travel to designated work sites within the Albuquerque metropolitan area. The employee will be required to respond to on-call and emergency situations which may occur outside of normal working hours

**Employee Agreement**

The job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as 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.

*By signing below, I attest to having read and understood the above job description. I confirm that I meet the requirements of the position and can perform the duties and responsibilities of this job description.*

| Printed Name | Signature | Date |
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