Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

Classification Title: Senior Engineer
FLSA Designation: Exempt (Overtime Ineligible)
Safety Sensitive: No
Reports to: Director, Planning and Engineering
Salary Grade: TBD

General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by performing professional engineering and contract administration work involving analysis and review of drainage, hydrology, hydraulics, sediment transport and erosion, flood control and stormwater quality planning for the Greater Albuquerque area. Leads a team of professional engineers and/or engineers-in-training to analyze, plan and complete development reviews, major drainage plans and construction projects. Works collaboratively with internal and external stakeholders to support the successful completion of AMAFCA's civil engineering projects.

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. Leads, mentors and supervises other professional engineers and engineers-in-training regarding AMAFCA projects, contracts, regulatory requirements and planning; supervises professional staff to include hiring, orienting, training, delegating tasks, providing performance feedback, motivating, disciplining and engaging personnel.
2. Delegates development review, project planning and other engineering tasks, ensuring timely completion within project budgets and in accordance with professional engineering standards.
3. Provides input to the Director of Planning and Engineering regarding department operations, project scheduling, budgeting, planning, policies and procedures and recommends opportunities for improvement.
4. Engages in long-range planning, studies and policy matters related to administering and managing contracts for drainage management plans, flood control project designs, stormwater quality projects and construction contracts.
5. Analyzes and reviews drainage, hydrology, hydraulics, sediment transport and erosion to support drainage, flood control and stormwater planning in the Greater Albuquerque area.
6. Prepares requests for proposals (RFPs), requests for bids (RFBs), defines scopes of services, participates on contractor selection advisory committees, writes agreements, and negotiates study and design contracts.
7. Reviews construction plans and specifications, provides guidance to consultants, and conducts field inspections for current and completed projects to ensure quality and adherence to project requirements

8. Represents AMAFCA to consulting engineers, private developers, City of Albuquerque, Bernalillo County, State of New Mexico, federal agencies, professional and technical groups, and the public.
9. Presents information on engineering projects to AMAFCA leadership and the Board of Directors, as needed.
10. Responds to public and other inquiries regarding flood control and drainage policies, plans and procedures in the Greater Albuquerque Area.
11. Performs other job-related duties as assigned.

Minimum Qualification Requirements

Bachelor's degree in civil engineering and four (4) years of job-related experience. Must be registered as a Professional Engineer (PE) within the State of New Mexico. A combination of relevant education and experience may be considered.

Certified Flood Manager (CFM) Certification preferred.

Knowledge, Skills and Abilities Required for Success:

- Knowledge of:
    - Applicable federal, state and local laws, regulations, requirements, principles and practices, professional ethics, and professional licensing standards.
    - AMAFCA's policies, functions and responsibilities.
    - Project management principles and practices.
    - Geographic information systems (GIS), mapping, hydrology and hydraulics engineering software.
    - Drainage, hydrology, hydraulics, sediment transport and erosion for drainage, flood control and stormwater quality planning.
- Skilled in:
    - Delivering high-quality customer service to the public.
    - Correct usage, grammar, spelling and punctuation.
    - Analyzing problems, projecting consequences, identify solutions and implementing recommendations.
    - Collecting and analyzing information, synthesizing findings and presenting recommendations.
    - Compiling comprehensive technical engineering reports, summaries, briefings and information.
    - Explaining technical information to diverse audiences.
- 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 strong ethics and integrity.
    - Contribute to a collaborative, team-centered environment.

- Lead, direct, supervise, mentor and motivate subordinate staff.
- Conduct necessary engineering research and compile and present comprehensive reports.
- Represent the organization professionally and effectively to external agencies, private developers, interagency officials, professional and technical groups, and the public.

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.

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

Work is generally performed in an office setting with a moderate noise level. Work may occasionally occur outdoors with exposure to natural elements, extreme temperatures, dust, fumes, airborne particles and excessive noise. Work may occur near hazardous, moving equipment and machinery and require the use of protective clothing, equipment, devices and/or materials. Work involves occasional work after hours and/or travel to designated sites or locations to attend work-related meetings, conferences and trainings. Tight time constraints and multiple demands are common.

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