Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

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

General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by directly assisting the Director of Facilities and Maintenance in overseeing, managing and coordinating the work of the Facilities and Maintenance (F&M) department. Leads F&M project management, field inspections, contracting, financial management, work order fulfillment and fleet administration. Supports field operations, emergency response, safety initiatives and operational planning.

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. In support of the Director of F&M, oversees a broad range of operational and technical support functions related to project management, contract administration, daily work order fulfillment, field inspections, contracting, emergency response, safety initiatives and financial management within the F&M department.
2. Supervises technical and support staff to include hiring, orienting, training, delegating tasks, providing performance feedback, motivating, disciplining and engaging personnel.
3. Oversees vendor contracting, to include preparing bid specifications, recommending contractor selection, delegating tasks, managing invoices and payments, meeting with contractors in the field and assessing the quality and completeness of work performed.
4. Provides input on department budget planning, monitors department expenditures, and coordinates high-volume accounts payable transactions, ensuring compliance with AMFACA policies, procedures, rules and regulations.
5. Analyzes and projects department needs for materials, equipment, machinery and other expenses, developing long-range plans, budgets and other proposals to assist with department decision-making.
6. Contributes to department project planning, drafts initial project plans and designs, recommends budgets and bid selection, and assists with inspecting completed work on construction projects, ensuring compliance with all statutory, regulatory and contractual requirements.
7. Coordinates interagency inspections, schedules field inspections with the Office of the State Engineer and Army Corps of Engineers, accompanies inspectors, documents findings, prepares reports and ensures timely repairs of identified issues.

8. Manages fleet administration functions and coordinates the purchase, disposition and tracking of capital assets such as heavy equipment and vehicles; ensures proper insurance, license and registration for all assets in AMAFCA's fleet.
9. 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.
10. Ensures 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.
11. Deputizes for the Director of F&M, as needed, and represents AMAFCA on committees, task forces and other groups as needed.
12. Performs other job-related duties as assigned.

Minimum Qualification Requirements

Bachelor's degree and four (4) years of job-related 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 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 audience.
  - 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.

- Contribute to a collaborative, team-centered environment.
- Anticipate, plan and recommend 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 recommend project plans and track deadlines.
- 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.

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 talk or hear; stand; walk; sit; climb or balance; and lift up to 20 pounds. The employee is occasionally required to use hands to handle, manipulate, or grasp objects; stoop, kneel, crouch or crawl; and lift up to 50 pounds. Specific vision abilities required include close, distant, color and peripheral 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. Add equipment operator field condition exposure.

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