Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

Classification Title: Staff Engineer
FLSA Designation: Exempt (Overtime Ineligible)
Safety Sensitive: No
Reports to: Senior Engineer
Salary Grade: TBD

General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by planning, coordinating and administering a range of professional engineering projects. Reviews plans, negotiates contracts, inspects completed work, monitors project progress and processes invoices. Reviews and approves grading and drainage plans and ensures technical, policy and procedural compliance for all current policy, regulations and criteria promulgated by AMAFCA and other agencies. Supports environmental compliance activities related to storm water. 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. Manages and coordinates a range of engineering projects related to drainage management plans, flood control projects, stormwater quality, construction and achievement of the AMAFCA Capital Improvement Plan.
2. Reviews and approves site development plans, as well as preliminary and final plats throughout the City of Albuquerque and Bernalillo County, in coordination with City and County staff.
3. Analyzes and reviews drainage, hydrology, hydraulics, sediment transport and erosion reports to support drainage, flood control and stormwater planning in the Greater Albuquerque area.
4. Prepares requests for proposals (RFPs), requests for bids (RFBs), defines scopes of services, participates on contractor selection advisory committees, writes agreements, and negotiates study, construction and design contracts.
5. Processes and tracks payments for engineering projects, reviews invoices for completeness and accuracy, and ensures adherence to all applicable policies, procedures, rules and regulatory requirements.
6. 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.
7. Meets with City, County and other water resource management agency staff, private developers and citizens to establish AMAFCA interests, needs, requirements and limitations during preliminary and final design meetings; reviews submittals and

coordinates comments with representatives from the City of Albuquerque and Bernalillo County.

8. Represents AMAFCA to consulting engineers, private developers, City of Albuquerque, Bernalillo County, Middle Rio Grande Conservancy District, State of New Mexico, federal agencies, other local jurisdictions, professional and technical groups, and the public.
9. Secures necessary drainage easements, issues encroachment permits and necessary licenses and prepares turnkey agreements with developers and other agencies.
10. Presents information on engineering projects to AMAFCA leadership, the public, and the Board of Directors, as needed.
11. Contributes to long-range planning for flood control projects, provides input on the AMAFCA Project Schedule and collaborates with other civil engineers, maintenance and operation personnel and others to support the success of AMAFCA's engineering projects.
12. Maintains project files in accordance with document retention requirements.
13. Performs other job-related duties as assigned.

Minimum Qualification Requirements

Bachelor's degree in civil engineering and two (2) years of job-related experience. If not a registered Professional Engineer (PE), must possess a New Mexico Engineer Intern (EI) certification or obtain one within six (6) months of hire. If registered as a PE, must maintain a New Mexico license. 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.
    - Development review processes and practices.
- Skilled in:
    - Delivering high-quality customer service to the public.
    - Correct usage, grammar, spelling and punctuation.
    - Analyzing problems, projecting consequences, identifying 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.
- 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