

Water Authority Position Description

CHIEF ENGINEER

Status	Position Code	Level	Date
APPROVED	CFEN	P30	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PROVIDE ENGINEERING OVERSIGHT AND DIRECT DAY TO DAY ACTIVITIES OF AN ASSIGNED SECTION OF WATER AUTHORITY PLANT OR FIELD OPERATIONS OR CENTRALIZED ENGINEERING GROUP.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN ENGINEERING PLUS EIGHT (8) YEARS OF PROFESSIONAL ENGINEERING EXPERIENCE TO INCLUDE FIVE (5) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE LICENSED AS PROFESSIONAL ENGINEER IN STATE OF NEW MEXICO. MAY SUBSTITUTE PE LICENSE FROM ANOTHER STATE RECOGNIZED BY THE STATE OF NEW MEXICO, WITH THE ABILITY TO OBTAIN NEW MEXICO LICENSE WITHIN ONE YEAR FROM DATE OF HIRE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION FROM AN ENGINEERING DIVISION MANAGER IN THE WATER AUTHORITY.

EXERCISE DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL AND TECHNICAL STAFF

ESSENTIAL FUNCTIONS

1. MANAGE AN ASSIGNED SECTION OF WATER AUTHORITY PLANT OR FIELD OPERATIONS; RECOMMEND AND ADMINISTER POLICIES AND PROCEDURES.
2. PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF DIVISION GOALS, OBJECTIVES, POLICIES, PROCEDURES AND PRIORITIES FOR EACH ASSIGNED SERVICE AREA.
3. ESTABLISH, WITHIN DIVISION GUIDELINES, APPROPRIATE SERVICE AND STAFFING LEVELS; MONITOR AND EVALUATE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES; ALLOCATE RESOURCES ACCORDINGLY.
4. ASSESS AND MONITOR WORKLOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS; IDENTIFY OPPORTUNITIES FOR IMPROVEMENT; DIRECT AND IMPLEMENT CHANGES.
5. CONFER WITH DEVELOPERS, ARCHITECTS, ENGINEERING CONSULTANTS AND CONTRACTORS ON RESOLVING CONFLICTS.
6. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE DIVISION BUDGET; DEVELOP THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES; APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
7. VERIFY THE WORK OF ASSIGNED STAFF FOR ACCURACY, PROPER WORK METHODS, TECHNIQUES, AND COMPLIANCE WITH APPLICABLE STANDARD AND SPECIFICATIONS.
8. RESPOND TO INQUIRIES IN A COURTEOUS MANNER; PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT; RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
9. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF; PROVIDE OR COORDINATE TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED
2. PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW ENGINEERING TRENDS AND INNOVATIONS WITHIN THE FIELD OF ASSIGNMENT.
3. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF A COMPREHENSIVE CIVIL ENGINEERING PROGRAM COLLECTION SYSTEMS AND VACUUM PUMP STATIONS PRINCIPLES AND PROCEDURES OF WASTEWATER TREATMENT PLANT AND LIFT STATION FACILITIES OR OPERATIONAL CHARACTERISTICS OF WATER PUMP STATIONS, TREATMENT FACILITIES AND RESERVOIRS METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING MODIFICATIONS PRINCIPLES AND PRACTICES OF CONSTRUCTION PRINCIPLES AND PROCEDURES OF CONTRACT NEGOTIATION PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION PRINCIPLES AND PRACTICES OF BUDGET PREPARATION AND ADMINISTRATION PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES, REGULATIONS AND ORDINANCES

PREFERRED SKILL/ABILITY

PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF SUPPORT STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
MANAGE THE OPERATION AND MAINTENANCE OF, STORM DRAINAGE MAINTENANCE, WATER AND WASTEWATER SERVICES AND CONSTRUCTION MANAGEMENT ACTIVITIES
DELEGATE AUTHORITY AND RESPONSIBILITY ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE APPROPRIATE ADJUSTMENTS IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES, CONCERNS AND NEEDS DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES
PREPARE CLEAR AND CONCISE ADMINISTRATIVE AND FINANCIAL REPORTS
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS
ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND TECHNIQUES INTERPRET, APPLY AND ENFORCE APPLICABLE FEDERAL, STATE AND LOCAL POLICIES, LAWS AND REGULATIONS COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE; OCCASIONAL CONSTRUCTION SITE ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE, FUMES, GASES; MAY WORK IN OR WITH WATER OR AROUND HEAVY CONSTRUCTION EQUIPMENT.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME, OPERATING MOTORIZED VEHICLES
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES