

# Water Authority Position Description

## ENGINEER ASSOCIATE

Status	Position Code	Level	Date
APPROVED	ENAS	ECL	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

ASSIST IN A VARIETY OF ENGINEERING DUTIES IN SUPPORT OF ASSIGNED AREA OF RESPONSIBILITY INCLUDING EITHER PROJECT MANAGEMENT OF ASSIGNED CAPITAL IMPLEMENTATION PROGRAMS, ENGINEERING ANALYSIS OR CONSTRUCTION PLANS REVIEW. ENSURE COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELORS DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN CIVIL ENGINEERING OR RELATED FIELD, PLUS TWO (2) YEARS OF ENGINEERING EXPERIENCE.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL SUPERVISION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF

MAY EXERCISE SUPERVISION OVER TECHNICAL STAFF AND/OR ASSIGNED CONSULTING STAFF

### ESSENTIAL FUNCTIONS

1. MANAGE, DIRECT AND REVIEW ENGINEERING PROJECTS AND ACTIVITIES.
2. PERFORM A VARIETY OF ENGINEERING DUTIES IN SUPPORT OF ASSIGNED AREA OF RESPONSIBILITY INCLUDING EITHER PROJECT MANAGEMENT OF ASSIGNED CAPITAL IMPLEMENTATION PROGRAMS (CIP) OR CONSTRUCTION PLANS REVIEW.
3. MAINTAIN CIP PROJECTS SCHEDULES AND REPORT THE STATUS OF CONSTRUCTION PROJECTS TO HIGHER-LEVEL SUPERVISORY STAFF.
4. DEVELOP, IMPLEMENT AND OVERSEE THE PROGRESS OF VARIOUS ENGINEERING PROJECTS INCLUDING CONSTRUCTION. INVESTIGATE AND RESOLVE CONSTRUCTION COMPLAINTS.
5. RESEARCH AND REVIEW PLATS, EASEMENTS, COVENANTS, REPORTS AND PLANS FOR PRIVATE AND PUBLIC PROJECTS.
6. PROVIDE NEEDED INFRASTRUCTURE IMPROVEMENTS FOR UNDERDEVELOPED PROPERTIES.
7. RECEIVE AND RESPOND TO COMPLAINTS OR INQUIRIES FROM THE PUBLIC REGARDING PROPOSED CURRENT OR COMPLETED PROJECTS.
8. PREPARE A VARIETY OF TECHNICAL, ANALYTICAL AND ADMINISTRATIVE REPORTS WITHIN THE ASSIGNED AREA OF RESPONSIBILITY.
9. SERVE AS STAFF ON A VARIETY OF BOARDS COMMISSIONS AND COMMITTEES. PREPARE AND PRESENT STAFF REPORTS AND OTHER NECESSARY CORRESPONDENCE.
10. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ENGINEERING.
11. RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRES AND COMPLAINTS.
12. SUPERVISE THE WORK OF ASSIGNED CONSULTING STAFF.
13. MONITOR AND TEST VARIOUS PUMP FLOWS AT WELL SITES. EVALUATE WATER LEVEL TRENDS; ENSURE COMPLIANCE WITH ESTABLISHED WATER LEVEL GUIDELINES.
14. ENSURE A SAFE WORK ENVIRONMENT EXISTS WITHIN ALL CONSTRUCTION.
15. PERFORM VARIOUS RESEARCH AND DATA COLLECTION DUTIES WITHIN ASSIGNED AREA. PREPARE ANALYTICAL AND STATISTICAL REPORTS ANON OPERATIONS AND ACTIVITIES.

#### **PREFERRED KNOWLEDGE**

PRINCIPLES AND PRACTICES OF CONSTRUCTION  
METHODS AND TECHNIQUES OF CONTRACT NEGOTIATION  
PRINCIPLES OF BUSINESS LETTER WRITING AND ANALYTICAL REPORT PREPARATION  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

#### **PREFERRED SKILL/ABILITY**

OVERSEE ASSIGNED PROJECT CONSTRUCTION ACTIVITIES  
REVIEW A VARIETY OF ENGINEERING PLANS AND SPECIFICATIONS FOR COMPLIANCE  
WITH APPLICABLE CODES AND REGULATIONS  
DETERMINE SOLUTIONS TO ASSIGNED CONSTRUCTION PROJECT PROBLEMS  
PREPARE A VARIETY OF CLEAR AND CONCISE ANALYTICAL REPORTS AND CLEARLY  
WRITTEN BUSINESS LETTERS  
UTILIZE COMPUTER PROGRAMS AND SOFTWARE RELEVANT TO ASSIGNED AREA  
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC IN A FRIENDLY  
COURTEOUS MANNER  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK  
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES

### **WORKING CONDITIONS**

FIELD AND OFFICE ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO  
NOISE, DUST, GREASE, SMOKE, FUMES, GASES; WORK AROUND HEAVY CONSTRUCTION  
EQUIPMENT

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: WALKING, STANDING OR SITTING FOR  
PROLONGED PERIODS OF TIME; OPERATING MOTORIZED VEHICLES