

# Water Authority Position Description

## ENG\*

Status	Position Code	Level	Date
APPROVED	ENGR	P27	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

PERFORM A VARIETY OF ENGINEERING DUTIES IN SUPPORT OF ASSIGNED AREA OF RESPONSIBILITY TO INCLUDE PROJECT MANAGEMENT

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN CIVIL ENGINEERING OR A RELATED FIELD, PLUS FIVE (5) YEARS OF PROFESSIONAL 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  
 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 ADMINISTRATIVE 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 WITHIN AN ASSIGNED DIVISION
2. PERFORM A VARIETY OF PROFESSIONAL ENGINEERING DUTIES IN SUPPORT OF ASSIGNED AREA OF RESPONSIBILITY INCLUDING PROJECT MANAGEMENT OR CONSTRUCTION PLANS REVIEW.
3. PROVIDE CONTRIBUTION OF INDIVIDUAL ENGINEERING DISCIPLINE TO WATER AUTHORITY WIDE ENGINEERING PROJECTS.
4. MAINTAIN CIP PROJECTS SCHEDULES AND REPORT THE STATUS OF CONSTRUCTION PROJECTS TO HIGHER-LEVEL SUPERVISORY STAFF.
5. REVIEW PLANS AND REPORTS FOR CONSTRUCTION. ENSURE COMPLIANCE WITH APPLICABLE RULES, REGULATIONS AND ORDINANCES. RECEIVE AND INVESTIGATE COMPLAINTS. CONDUCT INVESTIGATIONS TO DETERMINE SOURCE OF PROBLEM AND PROVIDE SOLUTIONS.
6. DEVELOP, IMPLEMENT AND OVERSEE THE PROGRESS OF VARIOUS ENGINEERING PROJECTS. INVESTIGATE AND RESOLVE CONSTRUCTION COMPLAINTS.
7. COORDINATE CONSTRUCTION PROJECTS WITH CONSULTANTS TO DETERMINE DESIGN AND SOLUTIONS TO VARIOUS CONSTRUCTION PROBLEMS.
8. RESEARCH AND REVIEW PLATS, EASEMENTS, COVENANTS, REPORTS AND PLANS FOR PROJECTS OR ASSIGNED PROJECTS.
9. RECEIVE AND RESPOND TO COMPLAINTS OR INQUIRIES FROM THE PUBLIC REGARDING PROPOSED CURRENT OR COMPLETED PROJECTS.
10. PREPARE A VARIETY OF TECHNICAL, ANALYTICAL AND ADMINISTRATIVE REPORTS WITHIN THE ASSIGNED AREA OF RESPONSIBILITY.
11. MAY MONITOR AND TEST VARIOUS PUMP FLOWS AT WELL SITES. EVALUATE WATER LEVEL TRENDS. ENSURE COMPLIANCE WITH ESTABLISHED WATER LEVEL GUIDELINES.
12. ENSURE A SAFE WORK ENVIRONMENT EXISTS WITHIN ALL CONSTRUCTION PROJECTS.
13. PERFORM VARIOUS RESEARCH AND DATA COLLECTION DUTIES WITHIN ASSIGNED AREA. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF ENGINEERING.

#### **PREFERRED KNOWLEDGE**

PRINCIPLES AND PRACTICES OF PROFESSIONAL ENGINEERING  
PRINCIPLES AND PRACTICES OF CONSTRUCTION  
METHODS AND TECHNIQUES OF CONTRACT NEGOTIATION  
METHODS AND TECHNIQUES USED TO REVIEW AND APPROVE VARIOUS ENGINEERING  
PLANS AND SPECIFICATIONS  
PRINCIPLES OF BUSINESS LETTER WRITING AND ANALYTICAL REPORT PREPARATION  
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS  
REGULATIONS, CODES, ORDINANCES AND BEST PRACTICES IN THE FIELD OF  
ENGINEERING

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

PERFORM A VARIETY OF PROFESSIONAL ENGINEERING DUTIES IN SUPPORT OF  
ASSIGNED AREA OF RESPONSIBILITY  
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  
UTILIZE COMPUTER PROGRAMS AND SOFTWARE RELEVANT TO ASSIGNED AREA  
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC  
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; 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