

**EASTERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY**

POSITION DESCRIPTION

TITLE: Executive Engineer

Date: January, 2017

GENERAL PURPOSE

Serves as the Chief Engineering Officer of ESCAFCA, plus administrative duties.

SUPERVISION RECEIVED:

Reports to a three member non-partisan elected Board of Directors.

SUPERVISION EXERCISED:

Supervises all ESCAFCA personnel, and manages ESCAFCA contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages all ESCAFCA activities related to planning, design, construction, operation, and maintenance of flood control and storm water quality facilities.
2. Provides information and makes policy recommendations to the Board. Responsible for implementation and enforcement of all Resolutions, Rules, Regulations and Orders promulgated by the Board.
3. Responsible for all financial affairs of ESCAFCA, including investments, bond sales, budget preparation, and obtaining necessary approvals for same.
4. Responsible for administration and management of all ESCAFCA contracts.
5. Responsible for ESCAFCA compliance with State and Federal requirements.
6. Oversees real estate functions, to include appraisal, acquisition, management, leasing and disposal.
7. Coordinates with other governmental agencies, public utilities, citizen groups and landowners in order to accomplish ESCAFCA's statutory mission.
8. Other duties as may be determined by the Board.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

1. Bachelors degree, preferably in Civil Engineering. Business, Management, or Public Administration degree is also desirable.
2. Minimum of ten years engineering experience, with current licensure as registered professional engineer. Professional engineer registration in New Mexico, or ability to obtain same within one year.
3. Experience in planning, design, construction, operation and maintenance of public infrastructure projects. Experience in flood control, drainage, and storm water quality projects is desirable.
4. Executive level managerial experience desirable.
5. Legislative and intergovernmental experience desirable.

Necessary Knowledge, Skills, and Abilities

1. Knowledge of civil engineering principles, practices, and methods, especially flood control.
2. Knowledge of administration, management, procurement and financing as applicable in a local governmental setting.
3. Leadership and managerial abilities.
4. Verbal and written communication skills, including ability and experience in dealing within a multi-jurisdictional governmental environment, and the public.
5. Ability to organize complex tasks, to use different analytical techniques, identify, and solve problems, manage multiple tasks and meet deadlines.

SPECIAL REQUIREMENTS:

1. Work may be required in evening or weekends.
2. Some work will be required at the ESCAFCA office; most can be done off-site.
3. Eligibility for fidelity bonding (\$500,000).
4. Must be physically capable of moving about on field trips and under adverse field conditions[e.g. flooding situations].

TOOLS, SOFTWARE, AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheets, data base, hydrology and hydraulic modeling software, Geographical Information Systems, Power Point, motor vehicle, phone, camera, mobile radio. Outdoor equipment used may include survey and measuring devices, survey level, GPS, unit, shovel, and geologist's pick.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Regular inspection trips involving hiking in natural arroyos, inspection of construction sites, existing dams, channels, and underground storm water facilities, some with steep slopes and precarious footing. Occasional use of ladders to ascend or descend, both above and below ground level. Occasional confined space entry.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, talk, hear, and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to discern shades, colors, texture, vegetation, soil, and geologic features on photographs and natural terrain.

Occasionally, the employee will be required to drive to field sites, walk on rough, sandy, and rocky terrain, and make measurements, take photographs, or make notes, in all weather conditions representative of the Albuquerque area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference, background, credit investigation check, and job related tests may be required.

OTHER:

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.

This job description does not constitute an employment agreement between ESCAFCA and the employee, and is subject to change by ESCAFCA as its needs and requirements change.

Chairman, ESCAFCA Board of Directors

Effective Date: _____