

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Engineer I/II
FLSA: Exempt
GRADE: 85/90
SUPERVISOR: Engineering Manager
DEPARTMENT: Engineering

Position Summary:

Under general direction of the Engineering Manager performs professional engineering work related to the operation, design, construction and maintenance of District facilities and water control structures. Assists with; designs, specifications, plans, coordinates, and oversees construction and engineering activities and functions for the District. Assists with; reviews and provides comments and direction on construction plans, engineering/planning reports, and other requests by governmental agencies and the public; prepares licenses for review and approval by the Assistant Engineer, oversees and ensures that projects are completed correctly, on time and in budget.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this job, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Essential Duties & Responsibilities:

- Processes licenses from public agencies and the public for the installation of utilities, new construction, turnout gates, etc. upon review of the plans and specifications and other related reports; meets with agencies for proposed construction and plans that affect District property and facilities.
- Provides recommendations and solutions to technical problems associated with District properties and facilities.
- Provide environmental, natural resource and water resource expertise to assure current environmental concerns and issues are considered in the internal decision making process.
- Prepares designs and standard details for the rehabilitation of existing facilities, structures, and new construction in all District divisions.
- Inspects flumes, culverts, waterways, turnouts; ensures drop structure, rights-of-way and other related irrigation and drainage structures are maintained and constructed according to District plans and specifications.
- Assists all divisions in surveying and engineering projects; provides solutions and technical support to issues and advises on the use construction equipment and construction practices.
- Responds to telephone calls and e-mails relating to licenses, construction, and meetings; discusses questions, issues, and problems with and from the general public and other governmental agencies; provides resolution and/or recommendation for resolution as appropriate.

- May represent the District and attend project meetings with other government agencies, neighborhood associations, engineering consultants, and the public to share information and elicit feedback regarding District projects.
- Assists customers at the GIS/ Mapping Department.
- May represent the District in meetings with regulatory agencies and the public regarding District projects.
- Operates computer-assisted engineering and design software to perform engineering tasks.
- Implements and observes safety rules to ensure and maintain a safe work environment.
- Keeps abreast of new technologies in order to provide tools for efficiency in daily operations.
- Maintains professional and technical knowledge by attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Strong computer skills using Microsoft Office.
- Operates computer-assisted engineering and design software to perform engineering tasks.
- Performs other duties as required.

Qualifications:

Education and Experience:

Bachelor's Degree in Civil, Agriculture or Environmental Engineering or related field from an accredited college or university and four years' to 6 years' work experience which involved the application of water conservation principles, hydrology / hydraulics, design and construction; or an equivalent combination of education and experience.

Licenses/Certificates/ Special Requirements:

A valid certificate of registration as a Professional Engineer issued by the State of New Mexico or the ability to obtain such certification within 12 months of hire.

A valid New Mexico Driver's License and the ability to maintain insurability under the District's vehicle insurance program.

Preference given to experienced users of Autodesk Infrastructure Design Suite (AutoCAD & Civil 3D)
Experienced users of HEC-RAS, FLO-2D and other engineering models desired.

Knowledge, Abilities, Skills:

Knowledge of:

- surveying and drafting / AutoCAD techniques and principles
- principles and practices of engineering as it relates to the design and construction of District facilities.
- GIS cartographic/mapping systems and related software use and application
- mathematics used in the engineering field
- engineering and mapping symbols, standards, and terminology
- engineering design, construction plan preparation and specifications
- geographical location of ditches, canals, waste ways, and laterals

Ability to:

- analyze engineering problems and devise creative and effective solutions
- adapt and modify engineering techniques and develop original model concepts within area of professional expertise
- communicate effectively, both orally and in writing
- read and interpret construction plans and reports
- interpret applicable federal, state, county and local laws, regulations, and requirements

- handle multiple tasks, work independently and meet deadlines
- develop and maintain positive working relationships with District employees and the public
- define problems, collect data, establish facts, and draw valid conclusions
- effectively utilize various engineering software programs, Microsoft Office and other typical office software programs.
- Operate a vehicle utilizing legal and defensive driving practices.

Skill in:

- operating digitizers, plotters and drafting instruments
- analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- technical report preparation

Physical Demands:

While performing the duties of this job, the employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl and drive a vehicle. The employee regularly is required to sit; climb or balance; and talk or hear. The employee is occasionally required to distinguish different or unusual odors from surrounding area, using the nose. The employee must occasionally lift and/or move up to 25 pounds.

Mental Demands:

While performing the duties of this job, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve difficult technical problems; use math and mathematical reasoning; perform highly detail work under changing deadlines, on multiple, concurrent tasks; work with interruptions and interact with District employees, District officials and the public.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors with exposure to the sun, natural weather conditions, various dusts, mists and wildlife and insects. Prolonged standing and walking may be on uneven surfaces or unstable ground.