

Middle Rio Grande Conservancy District

Position Classification and Description



POSITION TITLE: Engineering Manager
FLSA: Exempt
SALARY RANGE: 95
SUPERVISOR: CEO/Chief Engineer
DEPARTMENT: Engineering

POSITION SUMMARY:

Under the direction of the Chief Executive Officer/Chief Engineer the incumbent plans, directs, coordinates, and supervises construction and engineering activities and related functions for the District; reviews and provides comments and direction on construction plans in accordance with industry and established District standards; prepares, directs and reviews engineering/planning reports and other studies; is primary point of contact for local, tribal, state and federal governmental agencies and constituents in engineering projects/practices associated with the District's mission of water delivery, drainage, flood protection, quality of life and environmental preservation; oversees and approves licenses for typical facilities' crossings and recommends approval by the CEO/Chief Engineer and Board of Directors for more complex impacts to District facilities and lands; oversees, directs, and supervises District staff in design and construction activities as well as provides support to divisions regarding optimization of maintenance activities; ensures that projects are completed correctly and on time and within budget; performs other administrative support functions as directed by the CEO/Chief Engineer. The incumbent manages specific projects that may require the use of outside engineering and related services including management of on-call engineering contracts with some requiring proper oversight and accounting as specified by state and federal grants; assists the CEO and other division managers with high level support on special projects associated with meeting the 2016 biological opinion requirements, water rights matters, Coalition of six Middle Rio Grande Pueblos' projects, and other matters of high significance to District operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, 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.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes

appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.

- Provides day-to-day administrative, operational, and supervisory oversight of construction and engineering activities and functions for the District; directs the establishment, implementation and communication of goals, objectives, policies and procedures; ensures appropriate policy and regulation interpretation, implementation, and compliance; and manages special projects assigned to the area.
- Reviews, provides comments and direction and approves typical crossing license requests, as well as typical construction plans and reports.
- Conducts engineering and plat reviews; performs hydraulic calculations; prepares maps and specifications; and prepares license contracts for the more complex impacts to District facilities/lands for approval by the CEO/Chief Engineer and/or Board of Directors.
- Directs the development of project scope, justifications and economic analyses of projects; prepares, or directs the preparation of estimates for labor, material and construction costs for irrigation and drainage system improvement and expansion.
- Supervises and reviews field and office investigations and the design of irrigation and drainage channels and related structures; prepares reports and makes recommendations for major civil engineering investigations, construction projects and ensures conformance with drainage policy.
- Acts as liaison with other governmental agencies with respect to project implementation and developing cooperative relationships with those agencies, including the Bureau of Indian Affairs and the Six Middle Rio Grande Pueblos as well as the four county governments and multiple local jurisdictions that the Middle Rio Grande Conservancy District boundary is within.
- Consults with staff and engineering contractors to assemble and prepare proposals for approval of project plans that affect facilities; and coordinates civil engineering and construction requirements.
- Participates or assists in the selection of employees, in conformance with District policy and procedures.
- Is responsive to telephone calls and e-mails relating to licenses, construction, and meetings; discusses questions, issues, and problems with and from constituents and other governmental agencies; provides resolution and/or recommendation for resolution as appropriate.
- Conducts field inspections and directs construction personnel regarding construction projects within the District facilities.

Special Duties:

- May be required to participate in Board of Directors or related meetings.
- May be required to be available after hours to respond to questions regarding water engineering activities or emergency situations.

QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Civil Engineering, Engineering Technology, or related field and seven years of professional engineering experience involved with the application of water conservation, hydrology, design and construction engineering, and hydraulics that includes three years of supervisory, budgetary, and management responsibility; or, an equivalent combination of education and experience.

Required Licenses or Certifications:

A valid certificate of registration as a Professional Engineer issued by the State of New Mexico.

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).

Experience in the use of HEC-RAS, FLO-2D and other engineering models is desired.

KNOWLEDGE AND SKILLS:

Required Knowledge of:

- Operational characteristics, services, and activities of an Irrigation Conservancy District, including business/industry principles and practices related to engineering and work assigned.
- Water conservation practices, hydrology, hydraulics, surveying, general construction of structures, channels and facilities.
- Engineering design and practices, drawings and specifications; as well as construction, surveying, and hydrology practices within industry and District established standards.
- General geographical locations of ditches, canals, waste ways and laterals.
- Computer programs including MS Office, AutoCAD, GIS, and other Engineering Programs.
- Information resources needed to effectively perform this job including engineering manuals, Internet, GIS data, assessment records, and existing District records and agreements.
- Pertinent federal, state, and local laws, codes, and regulations affecting area of assignment.
- Engineering calculations and software programs associated with area of assignment.

- Structure, organization and inter-relationships of District departments, agencies, and related governmental agencies and offices affecting assigned functions.
- Principles and practices of program and project development and administration.
- Principles and practices of project budget preparation and administration.
- Negotiation principles and practices.
- Advanced arithmetical computations adequate to correctly perform work, including statistical analysis techniques and reporting procedures.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation; principles of business letter writing.
- Principles of supervision, training, and performance evaluation.

Required Skill in:

- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Analyzing engineering problems and devising creative and effective solutions.
- Effectively using management techniques and practices.
- Managing federal and state grants.
- Reading and interpreting construction plans, reports, maps, plats, specifications, and related descriptive materials.
- Analyzing situations and adopting appropriate courses of action.
- Advanced principles and practices of governmental budget preparation and administration.
- Responding to inquiries or complaints from customers, regulatory agencies, audit firms, or members of the business community.
- Making effective and persuasive speeches and presentations on controversial or complex topics to top management or public groups.
- Interpreting applicable federal, state, county, and local laws, regulations, and requirements.
- Researching and preparing administrative reports and project evaluations.
- Developing and/or administering various contracts.
- Analyzing policy and making effective decisions.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

- Developing, interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

TOOLS AND EQUIPMENT USED:

General office equipment, computer, copier, fax machine, telephone, calculator, reference books, manuals and vehicle.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; use hands to finger, handle, or feel objects, tools, or controls; the employee is occasionally required to walk, stand; reach forward, downward and upward with hands and arms; the employee is rarely required to climb stairs, and must maintain balance during this activity. The employee must frequently 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.

While performing the duties of this job, the employee frequently work in a well-lighted office environment with climatically controlled temperatures; the employee is occasionally exposed to outside weather conditions including direct sunlight; fumes, smoke, dust and airborne particles as well as inclement weather conditions; cold, rain, wind, snow. The noise level in the work environment is usually moderate.

An employee in this category will be exposed to physical demands requiring strength, coordination, and dexterity only on occasion.

WORK ENVIRONMENT:

Work may performed in an office setting with a moderate noise level or performed outdoors while observing work sites. Tight time constraints and multiple demands are common. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.