



CITY OF SANTA FE

Engineer

FLSA Status: *Exempt*
Union Status: *AFSCME*
Salary Range: *118*
Safety Sensitive: *No*

General Definition of Work

Performs a variety of professional technical duties related to planning, organizing, and coordinating assigned engineering projects. Employees in this job classification may be assigned in various departments of the city including but not limited to Land Use (planning), Public Works Engineering (project engineering/traffic), and Public Utilities Engineering (water/wastewater).

Supervision Received

Works under the general guidance and direction of the department director or an assigned supervisor.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Assists staff to achieve performance standards and identifies opportunities for continual improvement and development to performance standards
- Conducts hiring interviews and selects candidate(s) for job opening(s)
- Develops goals, documents performance, reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities
- Develops work schedules to provide adequate staff coverage and approves leave and timesheets. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses
- Ensures staff is attending training, including safety training on a regular basis
- Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.
- Provides performance feedback and formally evaluates the work of employees
- Provides reward and recognition for proper and efficient performance
- Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization
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- Ensures staff attend training, including safety training on a regular basis.

For Assignment in Land Use/Planning:

- Coordinates and oversees subdivision projects, processes and procedures related to permit reviews.
- Proposes problem resolutions and makes recommendations related to construction inspection, performs flood plain administration and prepares reports.
- Reviews subdivision plans and plats and performs field inspections to assure compliance with City Code and special development requirements.
- Assist in interpreting and understanding technical documents, documentation requirements, law, rules, regulations, plans and programs.
- Reviews request for building permits for construction of commercial buildings.
- Represents the Department Director before City Council, Planning Commission and other boards and committees.
- Conducts final subdivision inspection with follow-up reviews on needed corrective work.

For Assignment in Public Utilities/Water Division:

- Performs technical project management for construction and maintenance operations in the areas of water generation, distribution, transmission, gathering, and/or processing, assuring safe delivery of service that is economical and reliable.
- Provides engineering and project management support to the City's construction programs, design, preparation of specifications, cost and schedule development, and technical support during installation and start-up, and overall project management.
- Conducts or participates in studies/evaluations and provide recommendations.
- Provides engineering support to the generation, transmission, distribution, gathering, and/or processing operations.
- Develops and maintains knowledge of plant, systems, current technologies, and industry practices.

For Assignment in Public Utilities/Wastewater Division:

- Oversees the technical processes related to construction and maintenance of wastewater collection system and evaluation of wastewater plant operations.
- Plans and directs field studies, measurements, observations, and tests in the wastewater collection and treatment system and in surface and subsurface bodies of water.
- Collects and reviews water, wastewater, and solid waste operational data to evaluate operational status and to recommend operational changes.
- Monitors sanitary sewers design review in compliance with City standards, rules, and regulations.
- Develops and manages capital improvement projects.
- Performs wastewater engineering studies and assists with wastewater utility master plans, including review of engineering plans for water, wastewater, and solid waste facilities.
- Prepares engineering reports including design and cost analysis.

- Develops specifications for bid for equipment, materials, and services required for operation and maintenance of the City water, wastewater, and solid waste systems.
- Designs and/or approves plans and/or improvements for public utility extensions and related facilities.
- Determines service connection requirements, implements infrastructure management databases and the utility geographic information system.
- Assists in the development of water, wastewater, and solid waste utility master plans.

For Assignment in Public Works Engineering Division:

- Performs public works project development and management; acts as principal liaison between City, business community and public on public works engineering projects.
- Performs coordination of public and environmental review processes and procedures.
- Develops strategies for completion of major construction projects with potentially significant environmental, social, and business impacts.
- Coordinates bicycle and pedestrian safety improvements that support "Complete Streets" principles.
- Prepares funding applications.
- Develops Special Assessment District documents and makes recommendations to City Council.
- Organizes and conducts forums for public review of projects.
- Provides engineering designs and oversees contractor to provide engineering designs.
- Administers contracts with and directs work of consultants, general contractors, surveyors, engineers, title examiners and appraisers.
- Organizes and directs project design teams to review, provide feedback on and approve design recommendations.
- Reviews right-of-way maps and appraisals to ensure compliance with project requirements and laws and makes recommendations to City Right-of-Way Committee.
- Coordinates R.O.W. closings and condemnation notices.
- Approves plans, coordinates bidding and award of construction contracts.
- Conducts pre-construction meetings and issues Contractor Notice to Proceed.
- Conducts meetings with contractors and businesses to assess progress and resolve disputes.
- Issues instructions, interpretations of contract specifications, laws, regulations and design requirements to contractors and general public.
- Conducts construction inspections and/or supervises and trains project personnel making inspections to ensure work is in compliance with plans and specifications.
- Administers construction contracts, initiates change orders, contract close out documents.
- Accepts work for City and directs warranty work to correct problems.
- Reviews and approves Public Works aspects of subdivision projects.

For assignment in the Public Works Engineering Traffic Section:

- Coordinates and performs engineering studies and reviews.
- Prepares multi-modal traffic impact analysis to determine impacts on public/private infrastructure.
- Performs coordination of mitigation of traffic impacts on public/private infrastructure.
- Conducts studies and prepares reports on present and future traffic, bicycle and pedestrian flows and safety.
- Develops recommendations for improvements to City maintained traffic control systems.
- Participates in the monitoring and management of transportation projects.
- Prepares transportation/traffic engineering studies.
- Prepares multi-modal traffic impact analysis to determine impacts to infrastructure and evaluates studies prepared by others to determine sufficiency of findings and recommendations.
- Reviews plans for multi-modal traffic impact to infrastructure and to assure compliance with laws, rules, regulations, and specifications
- Develops mitigation measures for traffic impacts to infrastructure.
- Assists field maintenance personnel.
- Develops and implements recommendations for improvements to the City's traffic control systems
- Develops strategies for completion of transportation engineering projects.

- Works with City departments, Santa Fe Metropolitan Planning Organization, agencies, task forces, business, and neighborhood groups to determine project requirements, budgets, and schedules.
- Prepares funding applications.
- Organizes and conducts forums for public review of studies and projects.
- Provides engineering designs for in-house projects consisting primarily of traffic signal, bike lanes, pedestrian safety countermeasures, ADA compliance, roadway lighting, and intersection safety improvements.
- Administers contracts with and directs the work of other professionals.
- Organizes and directs project teams to review and approve studies and designs.
- Coordinates right-of-way acquisitions.
- Coordinates bidding and award of construction contracts; administers construction contracts, change orders, inspections, contract compliance, project closeout, and warranty inspection with follow-up remedial work.

Knowledge, Skills, and Abilities

- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- **Problem Solving** – Ability to identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and make recommendations.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology**- Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.
- **Teaching Others** – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Thinking Strategically** – Thinks strategically and promotes best practices and leading-edge ideas.
- **Writing** – Writes in a clear, concise, and organized manner for the intended audience.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

Bachelor's Degree in Civil Engineering, Transportation/Traffic Engineering or Construction Engineering.

Experience Requirement

Three (3) years of progressively responsible engineering experience, two (2) of which must have been in subdivision design and/or development, wastewater system design, water systems, project engineering, transportation/traffic engineering, civil engineering design or construction management with experience in hydrology and municipal arterial design projects.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.
- Must possess a New Mexico Professional Engineer's License or be eligible to obtain licensure through reciprocity.
- Must obtain and maintain a valid New Mexico class 5 or D driver's license.

Special Requirements

Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.

Physical Requirements

- During site investigations, climbing, lifting, driving, hand/grip strength, and manual and finger dexterity are involved.
- Must be able to safely drive a motor vehicle.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

Working Environment

- Occasional exposure to unpredictable site conditions, loud noise, and vibration.
- Occasional exposure to electrical energy and/or shock, allergens, dust, and fumes.
- Occasional exposure to dangerous machinery, physical harm, and hazardous chemicals.
- Occasional exposure to blood borne pathogens and infectious disease.
- Occasional exposure to extreme weather conditions.
- Occasional exposure to work at unusual heights and depths.
- Work is performed in a typical office setting with appropriate climate controls, and out in the field.
- Work occasionally requires exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Requires attendance at evening meetings and special project deadlines outside the normal workweek.
- Some travel to off-site locations is required.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at:

<https://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature