

CITY of AZTEC JOB DESCRIPTION

Job Title:	Director IV Public Works/City Engineer
Department:	Public Works
Shift:	Regular – 40 hrs – On Call
Pay Plan:	Annual Base Salary \$88,003
Exempt:	Yes
Reports To:	City Manager
General Direction From:	City Manager
Position Closes:	OPEN UNTIL CLOSED

PURPOSE & NATURE OF JOB

Provides critical services for the public by directing all aspects and functions of the Public Works Department, including the maintenance, design, and management of streets, water distribution system, sewer collection system, wastewater treatment, City irrigation system, and drinking water treatment. Responsible for overseeing the Engineering department, Streets department, Water Treatment and Distribution departments, and the Wastewater Collection and Treatment departments. Plans, organizes, oversees, coordinates, and reviews the work of professional, technical and administrative staff performing difficult and complex support related to all Engineering and Public Works activities. This is a critical position within the City where errors could severely impact organizational efficiency, public image, and adversely impact public health and safety. This position is responsible for the majority of the City's services-based public infrastructure, with the exception of electric service. Judgments will be required without existing guidelines and policies to guide decisions.

The incumbent performs engineering duties, including planning, designing, and overseeing capital projects, such as roads, bridges, irrigation projects, water lines projects, stormwater projects, water treatment systems, and sewage treatment systems. Performs executive level administrative, supervisory and engineering work necessary to manage the engineering, construction and inspection of engineered capital projects. Provides advisory and expert guidance services to other City departments, the City Manager, and the Commission on matters related to civil engineering. Develops cost estimates for construction projects.

This position has a high level of responsibility related to interacting with the public, press, elected officials, and federal and state regulators. The incumbent should be able to communicate with these entities in a clear and concise fashion, and project a positive image for the City. As an Engineer, this position serves as the City's technical representative to the Metropolitan Planning Organization.

The position requires considerable engineering and technical knowledge and the use of independent judgment in the safe and efficient management and operation of the Public Works Department. General goals and objectives are given by the City Manager; however, an

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

employee in this position exercises considerable independent discretion in all aspects of Public Works and Engineering services. Instructions to the employee are general and infrequent; the employee must routinely use independent judgment when executing tasks and has great autonomy and freedom to act to provide critical services for the public.

ESSENTIAL DUTIES

- Perform technical and engineering analysis of issues and options regarding Public Works and engineering projects. Act on identified best course of action based on analysis to resolve issues.
- Responds to public or press inquires related to current and proposed construction and engineered projects. Respond to the public and press related to all operations of the City's infrastructure, with the exception of the Electric Department.
- Provide engineering guidance regarding design, construction or project modifications and structural repairs to managerial personnel.
- Manage, coordinate and direct the construction, operation or maintenance activities at project sites and capital projects.
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety standards.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Conduct engineering research and compile comprehensive reports.
- Compute various civil engineering factors to determine design specifications. Review the work of outside engineers as an added layer of quality assurance/quality control for engineered projects.
- Analyze survey reports, maps, drawings, blueprints, aerial photography and other topographical or geologic data to plan projects.
- Work with the Metropolitan Planning Organization for capital planning and transportation needs analysis. Pursue funding for transportation projects. Serve as the City's engineering expert and representative on the MPO Technical Committee.
- Prepare and/or present public reports on topics such as required engineering services, bid proposals, environmental impact statements, property, construction, and right-of-way issues at Capital Project meetings and/or Commission meetings.
- Oversees the engineering of projects to ensure compliance with City design standards, as well as other applicable standards such as APWA, 10 State Standards, and AWWA standards.
- Sets engineering policy, practices, procedures and standards relating to public infrastructure.
- Review and approve infrastructure projects associated with development activity.
- Develop and manage the budget of multiple sections, including water distribution, irrigation, wastewater collection, streets, water treatment, and wastewater treatment. Negotiate contracts to ensure fair pricing for engineering services, construction services, and other related services to support the operations of Public Works.
- Ensure compliance with multiple regulatory requirements, including but not limited to the Safe Drinking Water Act, the Clean Water Act, and the New Mexico Drinking Water Regulations by utilizing the application of expert knowledge and experience.
- Attend City Commission meetings and represent the City on various workgroups, committees, and meetings with the public and governmental agencies. Prepare and present information to the City Commission at work sessions and Commission meetings. Provide the City Manager and City Commission with recommendations based on

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

engineering analysis.

- Monitor and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships. Conduct a variety of departmental organizational and operational studies and investigations. Identifies, develops, and implements improvements when necessitated to improve operations.
- Create work policy for multiple sections. Develop operational policies that affect many of the operational aspects of City services.
- Oversee all aspects of the streets department, water treatment and distribution departments, and the wastewater collection and treatment departments
- Selects, trains, motivates, and evaluates personnel. Works with employees to correct deficiencies. Implements discipline and termination procedures.

RESPONSIBILITIES

Supervision:	Supervises multiple division within the Public Works Department. Delegates work through subordinate supervisor(s). Hires, trains, promotes, disciplines and evaluates performance of staff. Must be proficient in managing consultants, engineers, contractors, and architects.
Public Contact:	Contacts with administrators, the public, and the press with significant impact on programs, projects and policies. Respond to difficult and sensitive public inquiries and complaints, and develops and implements resolution actions. This position will interact frequently with the public and the City Commission.
Budget:	Primary responsibility to prepare and administer a budget for more than one division
Other:	Establish and maintain effective working relationships. Ensures that departmental personnel cooperate with personnel from other city departments on joint projects. Must be able to provide information to supervisor, Commission, co-workers and subordinates by telephone, in written form, e-mail or in person in a clear, concise manner. Must be able to perform duties with little direct supervision, and problem solve in a high stress, fast-paced, continually changing environment.

GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must Fill out City of Aztec Job Application, Submit Letter of Interest and Resume
- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:

- High School Diploma or G.E.D.
- Bachelor's degree in Engineering, geosciences, or natural sciences.

Experience:

- Public Works related experience including drinking water, sewer collection and treatment, streets, environmental regulations, storm drainage and project management.
- Eight years of supervision, including four years of supervision at the Program Manager level or greater.
- Eight years of engineering experience.

Knowledge:

Expert Knowledge

- Demonstrated through engineering experience and license as a P.E.) of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, standards, and equipment to the engineered design and production of public works projects, specifically focused on the application of civil, traffic, and environmental engineering.
- Knowledge of the practices related to researching engineering and design issues, evaluating alternatives, making recommendations based on engineering analysis, and preparing and presenting recommendations.
- Highly developed knowledge of the principles and practices of water, sewer, storm drainage, and street systems.
- Extensive knowledge of the regulatory framework for drinking water and wastewater treatment.
- Extensive knowledge of traffic control principles.

Engineering Design

Knowledge of engineering design techniques, tools and principles involved in production of technical plans, specifications and models.

Building and Construction

Expert knowledge of methods, materials, and techniques used in the construction of public works projects, including water distribution systems, water treatment systems, wastewater collection systems, wastewater treatment systems, street and road projects, and traffic system design.

Transportation

Knowledge of principles and methods for moving people by road, including the relative costs and benefits.

Administration/Management

Professional knowledge of business and management principles involved in strategic planning, resource allocation, leadership, and coordination of human capital and resources. Demonstrated mastery of the practices, principles, and theories of administration. Knowledge of the principles and practices of employee supervision, including work planning, assignment, review and evaluation.

Public Safety

Knowledge of relevant equipment, policies, procedures and strategies to promote effective safety operations for the protection of employees, public, and property.

Budgeting and Finances

Knowledge of public agency budgets, contract administration, administrative practices, and general principles of risk management related to functions of assigned area.

Certificates/Licenses:

- Professional Engineer’s License in the State of NM required.
- NM Drivers License.
- Certified Flood Plain Manager Certification

Recertification:

- As required by the State of New Mexico Board for Professional Engineers and Professional Surveyors every two years.
- Accrual of 15 hours per year of professional development hours as required by the State of New Mexico Board for Professional Engineers.
- As required by the NMFMA, CFM biennial re-certification including continuing education credits.

Use of Tools/Equipment:

GPS, computers, copy machine, fax machine, telephone, and other related office equipment.
Small tools and equipment.
Vehicle.

WORK ENVIRONMENT

Physical Demands:

Effort is exerted occasionally for short periods of time. Strain periodic but not prolonged. Moderate lifting, pushing, pulling, and bending. More than normal visual and hearing acuity for precision work. Moderate manual dexterity required.

Hazards:

The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position works with chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, chlorine gas, sulfur dioxide gas, calcium and sodium hypochlorite powder, gasoline, various degreasers, liquid alum and polymers.

Exposure to high noise levels, from electro-mechanical equipment and a noisy environment.

Exposure to UV radiation from periods of outdoor exposure.

Potential exposure to bacteria, including but not limited to e. Coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calcivirus, and hepatitis.

Employee may be exposed to chemicals or organisms by direct contact with wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets. These hazards may enter the plant in soluble form or attached to suspended solids. Compounds found in sludge may include chlorinated organic solvents and pesticides, PCBs, polycyclic aromatics, petroleum hydrocarbons, flame retardants, nitrosamines, heavy metals, asbestos, dioxins, and radioactive materials.

Frequent conditions which involve chance of injury, including working near high traffic areas.

Exposures:

Regular work outdoors in extreme weather conditions including heat, cold, rain, snow, sleet, and hail. See hazards section for exposures to pathogens and chemical hazards.