



Job Description

TITLE: Public Works Engineer	JOB CODE: 2505
DEPARTMENT: Public Works	FLSA: Exempt
PREPARED: January 14, 2019	FLSA CLASS: Supervisor
UPDATED: April 13, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under direct supervision of the Public Works Director this position is responsible for project management and execution of internally and externally funded Public Works design and construction projects, the Public Works Engineer must have superior technical skills to prepare specifications, reports, maps and permits for various agencies. The self-motivated individual will be responsible for the development, organization, tracking, and reporting of all NMDOT, FHWA, and Navajo DOT, and San Juan County funded projects.

Work with the Department Director, Division Managers and engineering staff to develop, plan and implement project initiatives on time and budget; may require working in the field. This position is an engineering professional with leadership qualities and the analytical discipline to support and ensure adherence with budgetary and compliance requirements for Public Works projects. Supports the Public Works Director in departmental administrative efforts as assigned and required.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serve as contact person for interaction with a wide variety of regulatory agencies, including New Mexico Department of Transportation, New Mexico Environmental Department, New Mexico State Engineers Office, New Mexico Construction Industries Divisions, Environmental Protection Agencies, O.S.H.A., US Army Corp of Engineers, and others. Understands and applies the Federal Clean Water Act regulations.
- Serve as project finance manager coordinating and ensuring fiscal responsibilities of State, Federal, and Navajo Nation Tribal funds received for local road and bridge projects. Effectively manage project budgets and provide regular status updates.
- Assist the Public Works Director in preparing department's design and engineering goals and objectives, plans, schedules, and annual budgets. Must have time management, organizational, and prioritizing skills to facilitate multiple tasks and projects.
- Administer annual road resurfacing and maintenance program through NMDOT's Local Government Road Fund program; provide annual mileage report to NMDOT. Maintain current bridge inspection and subdivision information.
- Perform title or other real estate document investigation and other related activities to ascertain status of property ownership. Research the different types of easements and encroachments on roads and other County rights-of-way. Authorizes, inspects and enforces any activity in County rights-of-way.
- Prepare maps, charts and drawings as needed; assist with field surveying/engineering and project lay out and Global Positioning System (GPS) work as needed.
- Interact frequently with funding agencies and contractors and prepare minutes and reports as necessary. Provide oversight and technical direction of engineering staff.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of County organization, operations, policies and procedures.
- Skill in supervising, coordinating staff, and delegating tasks and authority.
- Skill in analyzing and interpreting technical reports and documents.
- Knowledge of road and right-of-way maintenance equipment, materials and methods.

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Public Works Engineer

- Knowledge of laws and regulations relating to road maintenance and construction.
- Knowledge of OSHA regulations as it relates to public works tasks.
- Knowledge of the principles of civil engineering, land surveying, documenting and mapping.
- Skill in reading, analyzing, and interpreting laws, regulations, technical reports, and County policies and recommending courses of action.
- Skill in researching, developing and maintaining records and in preparing regulatory reports.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating technical subjects effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, and the general public.
- Skill in the use of a personal computer and standard business software as well as engineering, drafting, GIS and GPS software.

Education and Experience

- Bachelor’s Degree in Civil Engineering, Construction Management, or related engineering field and eight (8) years of demonstrated engineering experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Current licensure as a Professional Engineer by the State of New Mexico Board of Licensure for Professional Engineers or the ability to acquire within six (6) months of hire; maintain license while employed with the County.
- Five (5) years of progressive project management experience.
- Five (5) years of supervisory experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.
- Must be able to obtain an O.S.H.A. 30-hour training certificate within 90 days of hire.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment and outdoors; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____