

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-083

POSITION TITLE	Engineer Supervisor	SALARY RANGE:	\$28,531-50,655 (A25)
DEPARTMENT	Land Use	FLSA/UNION STATUS:	Exempt/Nonunion
PERIOD TO APPLY:	9/13/2018-10/5/2018	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Carol Johnson	LOCATION:	Land Use

GENERAL PURPOSE

Performs a variety of professional engineering and related supervisory tasks in the area of assignment.

SUPERVISION RECEIVED

Works under the general direction of the department director or other assigned supervisor.

SUPERVISION EXERCISED

Provides close, general, and indirect supervision to assigned subordinates as needed.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Communicates with City Council, the public and various other government entities regarding engineering related issues.

Reviews subdivision plans and plats; resolves problems; makes recommendations; assists with National Flood Insurance Program administration; interprets technical documents, documentation requirements, laws, rules, regulations, plans, and programs; prepares reports.

Directs the work of engineering staff and field inspectors regarding the review, implementation and inspection of grading, drainage and Americans with Disabilities Act regulations; assists with field inspections to assure compliance with City Code and special development requirements; assists with final subdivision inspections and follow-up reviews on needed corrective actions. Analyzes and evaluates cost estimates to determine financial guarantees. Oversees City addressing assignments.

Assures that all Development Review Team comments are integrated into Development Plans, Subdivision Plans, Annexations and Master Plan documents prior to final signature; serves as final signatory on such plans, as City Subdivision Engineer

Coordinates with grading, drainage, floodplain and escarpment permit reviewers and assists with building permit technical issue review;

Attends Planning Commission and City Council meetings as technical support for planners presenting as case managers; represents Department Director before City Council, Planning Commission, and other boards and committees.

Coordinates with public and private landowners, regulatory agencies, and other stake holders as necessary; responds to information requests and citations related to environmental and safety regulations.

Designs and/or approves plans and improvements for planning and land use projects and facilities.

Manages public inquiries and complaints of a technical nature.

Enforces city ordinances related to engineering and land use; makes recommendations for revisions to same.

Represents division at meetings and workshops.

Maintains plat and plan record storage through staff.

May supervise assigned staff.

Responds to emergency situations as needed.

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in civil engineering, transportation/traffic engineering, or construction engineering;

AND

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of: the principles and practices of project planning, scheduling, and public involvement; civil engineering design in the area of specialty; engineering analysis, studies, and design; relevant computer simulation techniques and models; engineering construction techniques, inspections, materials testing (as applicable), and contract compliance; federal, state, and city laws, rules, and regulations; the principles and practices of program administration and budget preparation; office management; and documentation requirements and standards.

Skill in: effective communication, and interpersonal relations.

Ability to: prepare construction drawings, contracts, bids, studies, and budgets; read, interpret, and work from field notes, land descriptions, surveys, aerial photographs, plans, specifications, and other data; plan, assign, coordinate, and review the work of other professionals; organize and complete work independently; handle multiple demands; and meet severe time constraints. Ability to present information verbally and orally to City Council, public and other government entities.

SPECIAL QUALIFICATIONS:

Must possess a New Mexico Professional Engineer's license or be eligible to obtain licensure through reciprocity. Must possess a valid driver's license

WORK ENVIRONMENT:

Work is performed in an office setting and in the field with potential exposure to inclement weather, unpredictable site conditions, loud noise and vibration, sunlight, UV rays, electrical energy and/or shock, allergens, dust, animal or insect bites, fumes, oils and/or petroleum products. Position involves regular interaction with the public and frequent walking, standing, and sitting. Occasional bending, twisting, squatting, reaching, and repetitive hand, arm, or finger motion are required in the normal course of essential job duty performance. During site investigations, climbing, lifting, driving, hand/grip strength, and manual and finger dexterity are involved. Must be able to lift, push, and/or pull up to 50 pounds. Good visual acuity, color vision, and the ability to hear and speak are required. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic local travel is required in the normal course of job performance. Evening, weekend, and irregular hours may be necessary.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's 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.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) 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 who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran 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.

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TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***